

## **AARC52 POLICIES AND PROCEDURES**

### **PREAMBLE**

1. These policies and procedures shall be subject to all applicable state and federal laws.
2. AARC52 and its Executive Board shall at all times be subject to the AFSCME Constitution, the AARC52 Constitution, the AFSCME Financial Standards Code, the Financial Accounting Standards Board (FASB) Financial Standards Code.
3. As Special Rules of Order, these policies and procedures shall become effective upon adoption by the AARC52 Executive Board.
4. As Special Rules of Order, with a minimum of a 30-day notice to the membership, these policies and procedures may be amended in any meeting of the AARC52 Executive Board, or at the AARC52 Biennial Convention.
5. All new policies will be incorporated into the policies and procedures manual and made available prior to the next scheduled board meeting.
6. This Preamble is considered part and parcel of these policies and procedures.

**1.00.0 Sub-Chapter Guidelines.**

1.01.0 Reporting Requirements.

1. Sub-Chapters will provide the AARC52 Executive Board within one month after the close of the fiscal year with the following:

- Sub-Chapter constitution.
- List of current officers.
- Minutes of regular membership meetings.
- Proposed Budget
- Financial Statements

**2.00.0 Election Process.**

2.01.0 Officers Election.

2.01.1 Election Committee.

Prior to the Biennial Convention, Executive Board members whose terms of office do not expire in the election year shall be responsible for the conduct of an election in accordance with the constitution of AARC52 and the AFSCME Retiree Election Code, and shall appoint a ballot counting committee comprised of attending convention delegates, who shall at the close of the convention present to the delegation an election report and the names of the successful candidates for office whereupon those officers shall immediately be seated.

2.01.2 Notice of Election.

In accord with Art. V, Sec. 5 of the AARC52 Constitution, a Notice of Election and Notice of Nomination shall be mailed to the membership, at least 90 days prior to the election date, with a Schedule of Election, as follows:

1. Deadline for Receipt of Notice of Nominations, to be at least 30 days from the Date of Notice of Election and Notice of Nominations.

2. Date Ballot is mailed to membership, to be no more than 10 days from the Deadline for Receipt of Notice of Nominations.

3. Deadline for Receipt of Ballots, to be at least 30 days from the date ballot is mailed.

4. Election Day in accordance with the AARC52 Constitution. Any remaining unfilled offices shall be filled through a runoff election.

5. Runoff Ballots shall be mailed no more than 10 days from the initial Election Day; deadline for receipt of Runoff Ballot to be no more than 30 days following the mailing of the Runoff Ballot; the Election Day of the Runoff Ballot shall be the day following deadline for receipt of Runoff Ballots.

### **3.00.0 Executive Board Protocol.**

1. If a board member contacts the President in advance of a board meeting that he/she cannot attend, the President shall determine if the reason for absence constitutes an excused absence and will report that decision to the Board after the meeting is called to order.

2. The Executive Board may conduct its business by teleconference, and all motions passed and actions taken shall be immediately binding.

3. All meetings of the Executive Board shall be open to the membership.

### **4.00.0 Agenda.**

1. The President shall set the agenda.

2. The Secretary shall cause to be prepared a document consisting of at least:

- Time, date, and place of board meeting.
- An outline of the agenda.

3. The agenda shall be mailed or otherwise delivered at least twenty (20) days prior to each meeting to the board members and to each Sub-Chapter president.

4. In the event of special board meetings, with the exception of notice to address a Special Rule of Order (reference Preamble), the board members will be notified of the agenda by phone no less than 24 hours in advance of the meeting. Sub-Chapter presidents shall also be notified.

5. In the interest of preserving the rights of members, all agenda items for meetings will be firm upon publication. Additions to the agenda after due notice has been given shall be addressed at the discretion of the President.

### **5.00.0 Rules of Meetings.**

1. Meetings shall be run as a small board under *Robert's Rules of Order, Newly Revised*.

2. Proxies will not be allowed among board members while conducting business in the forum of a properly noticed board meeting.

3. Reports may be oral or written.

4. All discussions under executive session shall be deemed unconditionally confidential and shall not be discussed with any person other than a fellow board member who would have been legitimately eligible to be in attendance during that executive session.

5. Parliamentary Procedures. The board members will conduct their meetings under the guidance of *Robert's Rules of*

*Order, Newly Revised*, subject to the policies and procedures set within these Special Rules of Order of the Executive Board.

5.01.0 Recordkeeping.

1. Minutes.

A. A copy of the minutes of each meeting shall be distributed to the membership.

B. The minutes shall include the following:

(1) Roll (those members present, absent, and/or guests)

(2) Table of Contents

(3) Reports

(4) All motions, inclusive of their amendments

C. Polling. There shall be no polling done outside of regular or special meetings.

**6.00.0 Legal Contact.**

No individual board member may contact counsel on behalf of AARC52 without prior approval of the President or by motion of the Board.

**7.00.0 Travel and Expenses.**

All travel for the chapter shall be pre-approved by the Executive Board.

7.01.0 Reservations.

1. AFSCME Local 52 staff shall make airline reservations and/or hotel reservations for a block of seats and/or rooms as needed at the lowest rates available, with airlines and/or hotels for all AARC52-sponsored meetings where applicable. Special considerations and/or changes at the personal preference of a member will be the responsibility of that member, and any additional cost as a result will be his/her responsibility.

2. AFSCME Local 52 staff shall make arrangements for conference rooms and/or meals provided by AARC52.

7.02.0 Expenditures for Union Business.

7.02.1 Expense Report Form.

To seek reimbursement of personal expenses for AARC52 business, a Statement of Expense should be completed, receipts attached, and submitted to AARC52 headquarters.

7.02.2 Denied Expense Reimbursement Request.

Denied expense reimbursement requests shall be returned to those submitting them. The returned expense request should be accompanied with an explanation for the denial. The return of a

denied reimbursement expense request shall constitute adequate response basis for an appeal to the Board should the member choose to exercise their appeal rights.

#### 7.02.3 Reimbursement of Expense.

1. All expense reimbursement requests must be accompanied by receipts for the expenditure and copy of original expenditure approval. If the request is for reimbursement of a meal, the expense form should contain the names of the individuals present, the topics discussed and the date of the meal.

2. A member must submit receipts for reimbursement, consistent with the policy that the receipt be submitted within the established time frames. If reimbursement is asked for without a receipt, a written explanation should be provided to the Board.

3. Any individual submitting requests for reimbursement of a preauthorized expense shall, where practical, submit such requests for reimbursements to be received by AARC52 headquarters as soon as possible following their receipt of the bill. Under no circumstances will any reimbursement that is over six months old be paid, unless approved by the Board.

4. When a member is staying in a hotel, AARC52 shall reimburse the cost of the room plus tax only.

5. Hotel Upgrades. Upgrades shall not be reimbursed by AARC52.

6. Alcoholic Beverages. Liquor charges are not a reimbursable expense.

#### 7. Transportation/Mileage.

A. Automobile rentals shall only be reimbursed if preapproved by the Board.

B. The least expensive mode of ground transportation should be utilized. Upgrades shall not be reimbursed by AARC52.

C. Airport Parking shall be a reimbursable expense.

D. Actual transportation costs will be reimbursed with the exception of the use of personal conveyances, which will be reimbursed at the current rate allowable under the IRS Code.

(1) All mileage reimbursement requests must be accompanied with an actual beginning and ending odometer reading (for IRS purposes).

8. Airfare. Any individual who is traveling on the business of AARC52, and who then continues to a different location for personal reasons, shall only be reimbursed by AARC52 for the normal cost of the airfare and expenses to and from the destination for which the business was conducted.

9. Meal Allowance.

A. A Meal Allowance shall be paid to a maximum of \$42 a day. When AARC52 provides lodging for a member traveling on business for the organization or when a member is on travel status for at least three (3) hours, the member is entitled to a meal allowance, as follows:

TRAVEL STATUS	MEAL	ALLOWANCE
Midnight - 10 a.m.	Breakfast	\$ 9.00
10 a.m. to 3 p.m.	Lunch	\$11.00
3 p.m. to Midnight	Dinner	\$22.00

B. The meal allowance for the first and last days of travel will be prorated for the time in actual travel status.

C. In compliance with the IRS code, an in-town allowance of up to eleven dollars (\$11.00) will be paid to any member on AARC52 business for a minimum of four (4) hours within the geographic area where the member lives. If the four (4) hours of AARC52 business extends beyond 6:30 p.m., the member is entitled to an additional meal allowance up to the limits listed above. AARC52 will only reimburse actual in-town receipted expenses.

**8.00.0 Telephone Charges.**

8.01.0 All telephone charges made for AARC52 business may be approved by the President, with appeal rights to the Board for denial of reimbursement.

**9.00.0 Logo/Organization's Name.**

1. Any Board Member wanting business cards may be allowed to get up to 500 business cards.

2. The logo is not for general use by any member of the organization.

3. Letterhead stationery bearing the logo of AARC52 may be used only with the approval of the President.

4. Sub-Chapters wishing to incorporate the AARC52 logo into their letterhead must submit a sample of the letterhead design for preapproval by the President.

5. Use of the logo by Sub-Chapters on promotional items must be preapproved by the Executive Board.

**10.00.0 Payment of Dues.**

1. Dues may be paid either by retiree dues checkoff or by direct payment to AARC52.

### **11.00.0 Communications.**

1. The membership shall be advised on all critical issues and information.

#### 2. Membership Information.

A. Upon request from a Sub-Chapter president and approval of two (2) chapter officers, AARC52 headquarters shall release mailing labels for mail ballots, newsletters, meeting announcements, and other nonpartisan purposes, which are consistent with the objectives and principles of AARC52. Further, such request shall indicate the purpose to which the information will be used and signed by the requestor.

B. Roster of Chapter Members. Upon request from a Sub-Chapter officer and approval of two (2) chapter officers, AARC52 headquarters shall release a roster of chapter members, including telephone numbers and mailing addresses, for nonpartisan purposes, which are consistent with the objectives and principles of AARC52. Further, such request shall indicate the purpose to which the information will be used and signed by the requestor.

#### 3. Newsletter and Mailouts.

A newsletter shall be published regularly or as often as necessary to advise the membership on all critical issues and information.

#### 4. Website.

A website shall be established for AARC52.

### **12.00.0 Administrative.**

#### 12.01.0 Annual Budget.

##### 1. Annual Budget Adoption.

The Treasurer shall prepare a proposed budget for presentation to the Executive Board no later than sixty (60) days prior to the AARC52 biennial convention in convention years, and no later than November 1<sup>st</sup> in non-convention years.

##### 2. Budget Format.

A. The annual budget proposal will present amounts to be spent on individual activities, showing the amounts by expense line item.

B. The components of budgeted income will be separately disclosed.

C. Total budgeted income will be compared to total budgeted expenses.

D. Proposed capital expenditures (furniture, equipment, etc.) will be listed separately and items with a purchase price of \$1,500 or greater will be capitalized.

12.01.1 Expenditure Authorization.

1. The President shall have the authority to incur expenses for activities approved by the Executive Board. The President selects the vendor(s) and incurs the costs in an orderly manner, using discretion and judgment in the spending of funds within the target dollar authorizations.

2. Spending Discretion.

A. Funds may be expended on an activity up to the total cost authorized by the Executive Board for that activity.

B. Amounts by line item are targets and, without additional specific authorization of the Board, the President may reallocate dollars between line items within a given activity.

C. At the conclusion of any activity, the President will advise the Board as to whether any funds remain for that activity.

3. Supplemental Spending Authorizations Using Savings Spending.

A. The Executive Board may reallocate savings identified by the President to other activities.

B. Approval by the Executive Board is needed to add to an activity funds greater than the amounts approved in the original budget.

C. Approval of the Executive Board is needed to move funds between activities.

D. Approval of the Executive Board is needed to create new activities not in the original budget.

12.01.2 Processing Disbursements.

The AARC52 headquarters staff shall have the authority to use signature plates in the payroll and payables check writing process, insofar as either process involving check creation meets all AFSCME Financial Standards Codes and FASB Codes.

1. Two (2) signature plates shall be obtained for the President and the Secretary.

A. The signature plates shall be kept under secured conditions within the restricted jurisdiction of a sole designee of the President.

B. All checks issued by AARC52 may be executed with signatures from the signature plates and the designee in subsection A above shall witness their use.

C. Any utilization of the signature plates shall be under a secure environment with AARC52 headquarters, and the signature plates shall remain in the possession of the sole designee at all times.

2. Vouchers.

A. Payables.

(1) A voucher shall be prepared for each vendor for which a check is being prepared, and all validating documents, invoices, and motions when applicable shall be attached. This voucher and all backups shall be presented to the Treasurer (or his/her board-approved designee) for payment approval. No staff member shall act as designee.

(2) A Check Detail Report (Detail Report) shall be prepared by AARC52 accounting staff.

(a) Upon completion of the Detail Report, the preparer shall sign name, and a witness shall verify the accuracy of the Detail Report.

(b) The Detail Report will be then forwarded to the Secretary (or his/her board-approved designee) and, upon approval by the Secretary (or his/her board-approved designee), it shall then be presented to the President (or his/her board-approved designee) for approval.

[1] Review by the Secretary (or his/her board-approved designee). The Secretary (or his/her board-approved designee) shall review the Detail Report and, within 48 hours from receipt, shall notify AARC52 accounting staff (in person or via a faxed copy of the Detail Report bearing his/her signed approval) his/her approval to disburse the payables expenditures. The Secretary's copy of the Detail Report bearing his/her original signature (or that of his/her board-approved designee) shall then be forwarded to the AARC52 accounting staff.

[2] Review by the President (or his/her board-approved designee). The President shall be provided a copy of the Detail Report approved by the Secretary (or his/her board-approved designee). The President (or his/her board-approved designee) shall review the Detail Report and, within 24 hours from receipt, shall notify AARC52 accounting staff (in person or via a faxed copy of the Detail Report bearing his/her signed approval) his/her approval to disburse the payables expenditures. The President's copy of the Detail Report bearing his/her original signature (or that of his/her board-approved designee) shall then be forwarded to the AARC52 accounting staff.

(c) If upon review corrections need to be made to the payables, AARC52 accounting staff shall be notified immediately by the Board Officer, and the corrections, if appropriate, will be made by AARC52 accounting staff.

(3) Upon the President's (or his/her board-approved designee's) review and approval to disburse the

payables items, signature plate signatures shall be affixed to the corresponding checks by AARC52 accounting staff.

(4) AARC52 accounting staff may then call the bank to authorize posting of sufficient funds to cover the cost of all payables disbursements that have been approved.

(5) The Treasurer (or his/her board-approved designee) shall execute the Detail Report, attesting that signatures were affixed to all checks in accord with Board Policy, payments were properly disbursed, and backup is kept on file as set out in the AFSCME Financial Standards Code.

B. All payables files shall be available to any authorized signature upon request.

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