



Retired Public Employees' of New Mexico



--- Chapter Guidelines ---

How To Start A Chapter:

Parties interested in starting a new chapter should contact RPENM's Executive Director to be sure a chapter does not already exist or is not in the process of being formed in the area they want to serve. To assist the petitioners, RPENM can provide them with a mailing list or mailing labels of RPENM members in the area the proposed chapter is to serve.

A new chapter is likely to be approved if there is not already a current chapter in the area. Feasibility of multiple chapters within close proximity of each other will be evaluated by the RPENM Board of Directors, or their agent(s), based on RPENM membership population concentrations in that area.

A petition, available on RPENM's website (www.rpenm.org) must be submitted to the RPENM Executive Director. The petition should include the following:

- Specify the geographic area to be served.
- Provide the name of the proposed Chapter in one of the following formats: "RPENM *chapter name here* Chapter" (example: RPENM Hidalgo County Chapter) or "RPENM Chapter *35*" using the next available RPENM Chapter number which can be obtained from the Executive Director.
- The signatures and addresses of 15 petitioners. All petitioners must be RPENM members in good standing and reside in the geographic area indicated in the petition.
- Indicate the names of the RPENM members that have volunteered to serve as the chapter's initial Board of Directors (a Chairperson, a Treasurer, and a Secretary.)
- The date, time, and location of the first Chapter meeting.

A new chapter is formed only when the RPENM Board of Directors, or their agent(s), approves a petition request.

New Chapters are expected to hold a Board of Directors election within one (1) year of the Chapter's first meeting.

New Chapters (or re-forming Chapters) are eligible to receive \$10.00 for every member, up to a maximum of \$200.00, as seed money to assist in getting the new Chapter started.

Each Chapter Shall:

Determine how their chapter operates, how often they meet, who their leadership is, and what activities they want to organize.

Be financially self-sustaining. A Chapter may assess dues. The amount shall be determined by consensus of the chapter membership.

Understand that its primary function is the dissemination of information concerning Public Employees Retirement Association (PERA), New Mexico Retiree Health Care Association (NMRHCA), and Retired Public Employees of New Mexico (RPENM).

Refer to themselves using the name specified on their petition or by name specified on the RPENM Chapters Database (see www.rpenm.org) or by "RPENM Chapter ##" with the ## representing the Chapter number assigned by RPENM (see www.rpenm.org).

Provide the following information by February 15th of each year to RPENM's Executive Director:

- A current membership roster (name and current address).
- A list of the current Board of Directors (name, addresses, phone numbers and e-mail addresses).
- Specifics of their Chapters meetings held in the prior year (month, date, time, and location, including address.)

Maintain a minimum membership of at least 12 RPENM members in good standing.

Hold at least three (3) chapter meetings every calendar year.

Promote the objectives and purposes of RPENM.

Guarantee that all Chapter members are also RPENM members.

Abide by the RPENM Bylaws, Policies and Procedures.

Set membership eligibility in accordance with **Section 2 - Memberships** of the RPENM Bylaws. An eligible member may affiliate with more than one Chapter upon payment of the appropriate Chapters dues.

Operate on a voluntary basis and must not employ their own paid staff.

Clearly show the Chapter name or number on all Chapter correspondence, newsletters, and all printed material developed by the Chapter.

Each Chapter May:

Solicit funds from outside sources to support its activities.

Sponsor social gatherings to promote networking and camaraderie among Chapter members in the area.

Consider contributing to one of RPENM's newsletters each year.

Prepare and mail a Chapter newsletter to chapter members.

Advertise local businesses only in a Chapter newsletter, with each advertisement to be no larger than a business card and labeled as an advertisement. Maximum of two (2) advertisements per newsletter, unless authorized by the RPENM board of directors.

Offer to host RPENM's Annual Membership meeting, held in the spring of each year, or RPENM's Fall Board of Directors meeting, held in the fall of each year.

Each Chapter Shall NOT:

Adopt bylaws that conflict with RPENM bylaws.

Take formal positions that contradict RPENM's official position on issues.

Engage in partisan political activity, or any other activity, which places RPENM's 501c(4) non-profit status at risk.

Allow members to use local meetings as a platform to further their personal business or politics.

RPENM Shall:

Provide all Chapters with "Chapter Updates" on an as- needed basis. "Chapter Updates" provide information that RPENM wants to be distributed to its members by the chapter chair or chapter board of directors. These updates are usually provided between newsletters and are not to be generally mailed to all RPENM members.

Upon request, assist in recruiting by providing mailing labels, e-mail contacts, etc. for persons in the Chapter's service area from RPENM's Membership list and Potential Members list.

As necessary, provide RPENM flyers, pamphlets, signs and other informational documents for recruiting.

Provide newsletter templates, web site links, Chapter meeting information, Chapter contact information, etc. on the RPENM web site (www.rpenm.org).

List chapter and contact information for chapter leadership on the RPENM website. (www.rpenm.org). This makes it easier for local RPENM members to locate RPENM.

Provide Chapters with a standardized logo based on the RPENM logo and the Chapter's name or number.

Dissolution of a Chapter:

Dissolution of a Chapter may occur when its membership has fallen below the RPENM Chapter minimum of 12 RPENM members in good standing or when the chapter ceases to function as a viable entity as determined by the RPENM Board of Directors, or its agent(s).

All assets of the Chapter, if any, shall revert to RPENM.

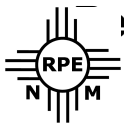
Miscellaneous:

RPENM's liability coverage does not extend to its Chapters.

Use of RPENM's Employer Identification Number (EIN) by a chapter is prohibited.

Use of RPENM's Non-profit status is allowed only with prior approval from RPENM's Executive Director.

Use of RPENM's USPS Mailing Permit is allowed only with prior approval from RPENM's Executive Director.



Proposed Chapter Name:

Please Print

Format 1: RPENM identifying portion here Chapter (Ex: RPENM Hidalgo County Chapter)

RPENM _____ Chapter

Format 2: RPENM Chapter next available chapter number (Example: RPENM Chapter 35)

RPENM Chapter _____ ← Provided By RPENM Executive Director

Geographical Area To Be Served:

First Chapter Meeting:

Date: _____ **Time:** _____

Facility: _____ **Address:** _____

Initial Board of Directors:

President: _____

Addr: _____

Phone: _____ E-Mail: _____

Treasurer: _____

Addr: _____

Phone: _____ E-Mail: _____

Secretary: _____

Addr: _____

Phone: _____ E-Mail: _____



Retired Public Employees of New Mexico



--- Petition For New Chapter ---

Page 2

Petitioners (minimum of 15 RPENM members in good standing):

01.	_____	_____
	Signature	Name (Please Print)
02.	_____	_____
	Signature	Name (Please Print)
03.	_____	_____
	Signature	Name (Please Print)
04.	_____	_____
	Signature	Name (Please Print)
05.	_____	_____
	Signature	Name (Please Print)
06.	_____	_____
	Signature	Name (Please Print)
07.	_____	_____
	Signature	Name (Please Print)
08.	_____	_____
	Signature	Name (Please Print)
09.	_____	_____
	Signature	Name (Please Print)
10.	_____	_____
	Signature	Name (Please Print)
11.	_____	_____
	Signature	Name (Please Print)
12.	_____	_____
	Signature	Name (Please Print)
13.	_____	_____
	Signature	Name (Please Print)
14.	_____	_____
	Signature	Name (Please Print)
15.	_____	_____
	Signature	Name (Please Print)
16.	_____	_____
	Signature	Name (Please Print)