

RETIRED PUBLIC EMPLOYEES OF NEW MEXICO PROCEDURES

MISSION STATEMENT

The mission of the Retired Public Employees of New Mexico (RPENM) is to provide information and education of interest to New Mexico's current and retired public employees. The focus of RPENM is the protection of the PERA retirement fund and our retiree health care benefits.

To this end, we will actively monitor the activities of the New Mexico Legislature and all boards that affect and administer public employee retirement funds and retiree health care for actions that would be detrimental to retirees, current employees, and beneficiaries covered under said plans.

We will disseminate all information concerning actions, good or bad, to our membership.

1.0 EXECUTIVE DIRECTOR

Shall be expected to be responsible for the day to day operations of RPENM with the exception of the financial functions.

Serves at the pleasure of the RPENM Board of Directors with review and appointment as necessary.

Serves as the designated spokesperson for RPENM.

Refer to job description and/or Executive Director Procedures for details.

2.0 RPENM BOARD MEMBERS

2.1 Board Member Terms

Board members are elected for a term of four (4) years and may serve for two (2) consecutive terms after which they must sit out at least two (2) years before they may run for re-election.

Board members who resign cannot run for the Board again for a minimum of two years.

Board members can serve two consecutive four year terms, but must sit out two years before running for the board again.

Half of the elected board members run for election every other year in odd number years.

2.2 General Functions/Duties

All board members shall attend meetings and participate in the running of the organization either by serving as an officer or as a productive member of a committee.

Failure to attend two consecutive Board Meetings, unexcused, shall constitute a voluntary resignation from the RPENM Board of Directors.

All board members shall represent the organization and themselves in a professional manner.

All board members shall actively recruit new members.

All board members shall work together for the common good of all retirees. All board members are expected to make presentations regarding RPENM and its concerns to current and potential members or groups when asked to do so.

Board members will comply with the RPENM Bylaws, Procedures, and Rules of Conduct or will be subject to removal by a majority vote of the Board of Directors. The Board of Director's decision is final.

2.3 Board Officer Duties

President – Sets agenda and conducts meetings. Assigns committees and selects committee chairs, co-chairs, and members. Approves dates for all meetings. Chairs the Executive Committee. Serves as the designated spokesperson for RPENM.

First Vice-President – Serves as the liaison to chapters. Conducts chapter visits approved by the President and assists in the set-up of new chapters. Shall be called upon to conduct meetings in the absence of the President. May serve as co-signer on financial accounts. Serves on the Executive Committee and chairs the Membership Committee.

Second Vice-President – Chairs the Election Committee. Sets the election calendar and arranges for the set-up, mailing, and counting of ballots. Makes arrangements for notification of the upcoming election to incumbents and Chapter Chairpersons. Reports election results to the President and candidates. Shall be called upon to conduct meetings in the absence of the President and First

Vice-President. May serve as co-signer on financial accounts. Serves on the Executive Committee.

Secretary – May take minutes at all Board Meetings and transcribes them in an easily readable format including a summary listing of all motions made, the names of the first and second person making the motion, and the final vote. Forwards minutes in either hard copy or on electronic media to the Executive Director for distribution and storage in a permanent file. May sign documents for submission to the proper authority. May serve as co-signer on financial accounts. Serves on the Executive Committee. Recording and transcription duties may be contracted to a third party.

Treasurer – Responsible for the day to day financial functions of the organization; pays bills; makes deposits; balances check book; prepares and submits annual and quarterly tax reports; maintains records using financial accounting software approved by the Board, tracks investments, prepares annual budget, and provides written and oral reports to the Board. Provides information needed during an audit. Serves as the primary signer on financial accounts. Serves on the Executive Committee and chairs the Finance Committee.

With Board approval, payroll and tax functions may be completed by a CPA. Quarterly tax reports may be made on-line.

2.4 Additional Board Member Duties

Serve on assigned committees and provides written and oral reports as directed by the President. Recruit new members. Inform Board of concerns forwarded to them by retirees. May serve as co-signer on financial accounts when needed.

2.5 Retiree Health Care Representative

Is selected by the RPENM Board to serve as their representative on the NMRHCA Board. Serves at the pleasure of the RPENM Board with review and appointment as necessary. The RPENM President or designee will appoint an alternate in the absence of the RHCA Representative.

Speaks on behalf of RPENM to address retiree concerns, questions, and problems. Attends RHCA meetings, meetings of the Board of Directors and provides either in hard copy or electronic media reports on issues regarding NMRHCA decisions that affect RPENM after each meeting within 5 days after the meeting. Advises President and Executive Director of actions that may be required by RPENM Board and membership regarding such decisions. Reports shall be forwarded to the Executive Director for distribution.

Provides a clear voice as the representative for RPENM issues and establishes relations with other NMRHCA Board members to assure RPENM/RHCA issues are publicly addressed.

3.0 COMMITTEE CHAIRS/CO-CHAIRS

Set time and dates for meetings with approval of the President. Set agendas. Report on committee findings and recommendations to President and Executive Director. Report to Board members as needed. Committee meetings shall be held at least two times a year.

4.0 COMMITTEES

Election Committee – Assists Committee Chair with the conduct of elections. Members may be asked to assist with arrangements for the set-up, mailing, and counting of ballots. Refer to Election Procedures for additional functions.

Executive Committee – Makes interim decisions until final approval of board.

Budget/Finance Committee – Assist Treasurer with review of proposed budgets. Make recommendations concerning investments. Determine when an audit is required and make arrangements for it.

Legislative Committee – Proposes legislation and identifies sponsors. Attend legislative sessions and committee meetings as necessary to track bills relevant to retiree pensions and health care. Works with RPENM lobbyist to ensure that RPENM's needs and our membership's needs are understood and transmitted to the legislature.

Report to President and Executive Director on occurrences of importance. Report to Board and general membership on ongoing situations and outcomes.

May make presentations to and answer questions from the legislature.

Membership Committee – Oversees status of membership, makes recommendations and initiates action on ways to increase membership. Provides oral and written reports to RPENM Board regarding membership status.

Revenue Committee – Responsible for identifying and implementing ideas for increasing RPENM's income and benefits for RPENM membership.

Bylaws, Rules and Procedures Committee – Recommends changes to Articles of Incorporation and Bylaws to the Board for presentation to general membership at the Annual meeting. Shall, as needed, review and update procedures for all functions relevant

to RPENM. Shall, as needed, review and update the RPENM Rules of Conduct for all functions. Forwards updated procedures and Rules of Conduct to Executive Director for distribution to candidates, Board members, and Chapter Chairs.

5.0 CHAPTER DUTIES AND FUNCTIONS

Chapters are subsidiary to RPENM and exist to disseminate accurate and unbiased information to their membership in accordance with RPENM Articles of Incorporation and Bylaws.

Chapter Bylaws shall not conflict with RPENM Bylaws.

Chapters shall not endanger RPENM's non-profit status by engaging in political activity or endorsing candidates for any political office.

To remain a chapter in good standing, a minimum of twelve (12) members is required and all chapter members must be paid up members of RPENM.

The chapter shall encourage its members to utilize the annual dues deduction option for membership, when available, for payment of RPENM dues.

Prior to January 31st of each year, each chapter shall provide the RPENM Executive Director with an up-to-date list of all paid of members and elected officers for RPENM records.

All chapter members will comply with the RPENM Bylaws, Procedures and Rules of Conduct.

Chapter members may belong to more than one chapter at any one time, but may have voting privileges at one chapter only.

All chapter's shall actively recruit new members.

6.0 ANNUAL MEETING COORDINATOR

Chapter Chairs shall set time and dates for Annual Meeting with approval of RPENM President and Executive Director. No arrangements will be made or contracts signed before the date is approved.

All information disseminated shall be approved, in advance, by the RPENM President.

Shall obtain adequate and competitive bids for lodging, meals, entertainment and handouts.

Shall secure facilities that are easily accessible to all members and arrange for needed materials and equipment for Board and Membership meetings. Shall make arrangements for member luncheon when required. All information must be approved in advance.

May provide door prizes should they wish.

May conduct a raffle. All raffle sales shall comply with the State of New Mexico laws and U.S. Postal regulations.

Shall provide an itemized statement including copies of receipts for expenditures paid for with RPENM seed money to the RPENM Treasurer within two weeks after the meeting.

Expenditures not documented by a written receipt will not be approved, and those costs will have to be covered by the Host Chapter.

Shall provide a list of all attendees to the Executive Director within two weeks of the meeting.

7.0 CHAPTER/SET UP ASSISTANCE

Persons interested in setting up a chapter should select one person to contact the Executive Director and First Vice-President to make the request on behalf of the group.

The proposed chapter must have members willing to serve and assume and carry out the duties for the positions of President, Vice-President, Secretary, and Treasurer.

In addition, a minimum of twelve (12) persons, including the officers, must be willing to become paid members of the chapter and RPENM.

Should the proposed chapter have the required minimum number of RPENM members; RPENM will provide them with \$250 to begin operations.

The chapter is responsible for determining the amount of, and for collection of, its annual membership dues. The chapter is also responsible for finding a meeting location and for setting the number of meetings per year. (It is suggested that each chapter hold meetings a minimum of four times a year.)

Each January, the Chapter is responsible for notifying the RPENM Executive Director of its status and the names and addresses of its officers and members. In addition, the chapter must submit a list of its scheduled meeting dates for the year.

If a chapter falls below the minimum required 12 members, it may be placed on suspended status by the RPENM board. The chapter may also opt for suspended status if its membership feels it is no longer a viable entity.

8.0 COMPENSATION – BOARD MEETINGS AND MEMBERS

Board members are not compensated for work performed on behalf of the organization. They are, however, reimbursed for expenses incurred for travel and lodging for attendance at the Fall and Annual meetings, all special meetings called by the President, and committee meetings authorized by the RPENM Board President.

Travel – defined as intrastate mileage per vehicle, which will be paid at the rate determined by the Board. Costs above the intrastate mileage calculations, such as for airline travel, car-rentals/taxi, other public and/or private transportation, will be not be reimbursed and are the sole responsibility of the Board members. Board members living within a 35 mile radius will not be compensated for travel.

Lodging – defined as the hotel sanctioned for RPENM meetings as approved by the President and will be covered at the single rate. Board members living within a 35 mile radius will not be compensated for lodging.

All costs relevant to board or committee business including costs for copying, postage, supplies, and telephone calls are covered.

In order to receive compensation, Board/Committee members must submit a voucher documenting the expenses(s) incurred. Receipts for all expenditures must accompany the voucher.

Note: Except for mileage, expenses not supported by a vendor receipt will be disallowed. Mileage disputes will be resolved by using Google Maps.

9.0 CONDUCT OF MEETINGS

All meetings will begin on time and will be facilitated by the RPENM President or designee.

The goal of all meetings will be to discuss issues, resolve problems, make requests, and arrive at decisions in an informal manner with all comments being directed to the President and not to the member speaking.

All board members will speak on a matter in rotation for a maximum of five minutes.

Once all board members have had a chance to speak, members of the audience will have a chance to speak for a maximum of two minutes each.

If time allows, board members will get a second chance to discuss the subject after requesting approval from the President.

No foul language, uncontrolled anger or hostility will be tolerated. Persons acting in this manner will be removed from the meeting room.

Written reports will be provided to all board members, and if possible, to all members present.

All oral reports will be in a summary form and limited to five minutes whenever possible. If more time is required, the President should be advised of the need in advance. An estimate of the time needed will be required before approval will be considered.

10.0 ELECTIONS – Board of Directors

Board Member Terms – Board members are elected for a term of four (4) years and can serve for two (2) consecutive terms after which they must sit out at least two (2) years before they can run for re-election.

Board members who resign before their term is over are prohibited from running for re-election for a minimum period of two (2) years.

Half of the elected board members run for election every other year (in odd numbered years).

Election Committee Chair – The Election Committee is chaired by the 2nd Vice-President. In cases where a possible conflict may arise (e.g., Board member in charge of the Election Committee is also running for the board), the President will designate a co-chair that will act in place of the 2nd Vice-President or where there would be a possible conflict of interest for the 2nd Vice-President.

Preparation and Distribution of Forms - In January of each election year, review and update nomination/candidate forms to reflect any changes made by the Board. Mail nomination/candidate forms with a cover letter noting requirements and relevant time frames to all Chapter Chairs, Board Members up for re-election, and any other interested parties.

Validation of Nominations & Biographies – Nominations with signature forms are to be mailed to the RPENM Executive Director, or designee, at the RPENM Post Office Box or designated mailing address in accordance with the published cutoff date and time. Review postmarks to determine that all nominations were submitted by the published cutoff date/time. Determine that each candidate is a paid up member in good standing and has been a member of RPENM for a minimum of one year. Determine that persons signing the form are paid up members in good standing of RPENM and that the minimum required number of valid signatures (20) have been submitted.

Complimentary and professional members of RPENM are not eligible for election to the RPENM Board.

All persons running for election shall submit forms with the required number of valid signatures before being considered for placement on the ballot.

Candidate Biography's cannot be longer than 50 words in length. Any submitted biography that is longer than 50 words will be truncated to the first 50 words submitted.

Determination of Ballot Positions - If more than six candidates qualify, place names of candidates into a container and ask a non-committee member to draw the names one by one to determine ballot position.

Contracting for Printing/Mailing/Counting of Ballots – Sixty to ninety days prior to the Annual Meeting, contact the vendor to arrange for layout, printing, mailing, collecting, and counting of ballots to include printed reports of results.

Counting of Ballots – Vendor contracted to conduct election will receive all returned ballots. Ballots received after the due date will be kept aside and given to the Committee Chair/Co-chair at the time ballots are to be counted. Late ballots will not be counted.

If more than one ballot is returned per envelope, they will not be counted.

Prior to the date set for counting of the ballots, the Committee Chair/Co-chair will contact the committee members and two or three other RPENM members of his/her choice to assist with the ballot count. If the Committee Chair/Co-chair or any of the committee members are on the ballot, a substitute will be found to assist with the ballot count.

Persons counting the ballots will be set up in teams of two. One person will open the envelopes, remove the ballot, and hand it to their partner. The second team member will unfold and flatten the ballot prior to it being run through the ballot counter.

Ballots unreadable by the ballot counting machine will be hand tallied by the Committee Chair/Co-chair and two other persons. One will read the results, a second will verify, and the results will be entered onto a tally sheet using "tick" marks; five tick marks per group.

Results of the hand tally will be added to the machine tally for the final results.

The number of returned and read, unreturned, late returned, invalid, and blank ballots received will be accounted for and incorporated into the final election report.

Announcing Results – The Chairperson/Co-chair or Executive Director will notify, in writing, all candidates and Board President of election results and prepares a report to be presented to the full board and the general membership at the Annual meeting.

Oath of Office – The oath will be conducted by the Executive Director or a person designated by the President.

11.0 ELECTIONS – Board Officers

Conduct of Election for Officers at the Annual Meeting – Nominations for officers may only be made by voting board members. If more than one person is nominated for a position, an election by secret ballot will be held. Positions will be filled individually before proceeding to election for the next position. Votes will be tallied by the Executive Director or a person designated by the President. Officers will be installed before any business is conducted.

Absent Member Nominations – Requests for nomination to the executive board by absent board members must be made in writing to the President for presentation to the board at the Spring Board Meeting.

Oath of Office – The oath will be conducted by the Executive Director or a person designated by the President.

12.0 FINANCIAL FUNCTIONS

Maintain Bank Account – Write checks. Make deposits/transfers. Balance account.

As of September, 2003, all financial functions will be performed through the Rio Grande Credit Union in Albuquerque, New Mexico. The location of the account may be changed to accommodate the needs and physical location of the Treasurer with the prior approval of the Finance Committee. Prior approval must be received before a bank account, certificate of deposit, or other financial assets can be closed, cashed out, or moved.

As of September 12, 2011 the Executive Director is not required to solicit multiple bids for review if the total expenditure is less than \$2,000.

Maintain Electronic Books – As of September, 2003, RPENM is using Intuit QuickBooks accounting software.

Pay Invoices/Vouchers - (monthly, annually, as needed) Write checks. Acquire second signature on all checks written for \$3,000 and above. Mail payments to arrive by due dates. Pay Executive Director on the last day of each month for current month. (Ex: Writes check dated July 31st for month of July.)

Investments – Work with Finance Committee and Executive Director to determine the best method and institution in which to invest funds.

Approval for Transfer of Funds – When bulk of funding received from annual auto-deductions has been expended, approval from the President will be required to transfer funds from the Investment account to the Operating account. Each transfer must be approved in advance.

Preparation and Distribution of Reports – Prepares reports for presentation to full board at spring and fall meetings including proposed budget for the following year.

Federal Tax Reports – At end of each calendar year, prepares 1099, 990, and W-2 reports and mails them to IRS and/or Social Security. Provides appropriate copies to contractors and Executive Director.

Quarterly Tax Reports – Required to submit quarterly employee withholding taxes and information to the IRS, State of New Mexico Taxation and Revenue Department, and the New Mexico Department of Labor. Payments can be made on-line using the appropriate system.

13.0 INCENTIVES FOR CHAPTERS/MEMBERS

Annual Meeting Attendance Incentive – This incentive is provided to increase attendance of RPENM members at the Annual Meeting and is intended to help defray, in part, the cost of attendance. The incentive is in the amount of \$75.00 per member and is available to the maximum of three (3) members per chapter.

The Chapters must request this incentive each year.

This incentive is not available to members of the host Chapter, attendees residing within 35 miles of the meeting location, or to those registrants that fail to attend the meeting.

To Qualify, Chapters must:

Prepare a list of no more than three chapter members that qualify for the incentive. Members qualify for the incentive by being paid up members of RPENM, or members in good standing, and by being registered for the Annual Meeting with the host Chapter.

The list must be submitted to RPENM’s Executive Director within 30 days of the Annual Meeting.

RPENM’S Executive Director will:

Qualify the members submitted by the Chapters by matching them against the RPENM Membership Database and the registration list provided by the host Chapter. The names of members submitted will be on both lists.

Prepare letters to the requesting Chapter concerning any persons that did not meet the qualifications explaining where they did not qualify.

Prepare a letter to be sent to the RPENM Treasurer that indicates which members met the requirements for the Annual Meeting Attendance Incentive and the amount of the check to be issued to the requesting Chapter.

RPENM'S Treasurer will:

Prepare a check in the amount indicated by the Executive Director and mail it to the requesting Chapter for distribution.

Membership Incentive for attendance at Annual Membership meeting – At each Annual Membership meeting two names from those attending will be drawn to receive a paid trip to the next Annual Membership meeting. Expenses covered will be mileage, meals, and lodging at the same rate used to pay expenses for Board members. Board members and their spouses are excluded from receiving this incentive.

13.0 PREPARATION AND MAILING OF NEWSLETTER

Newsletters are distributed a minimum of three times a year to all members unless otherwise approved by the President. An e-mail list will be solicited allowing members with e-mail accounts to receive their newsletters on-line if desired.

The newsletter is published by the Executive Director, who may solicit articles or information from RPENM Board Members, Chapters Chairs, RPENM members at large, or other entities that provide information of interest to the RPENM membership. The Executive Director may also solicit advertisements to help defray the cost of production.

Once written, the newsletter is formatted by the Executive Director or designee and provided to a professional printer on the appropriate electronic media for copying and collating. The file product is then taken to a mail service firm for bulk rate distribution.

Bi-monthly updates are sent to RPENM Board Members and Chapter chairs as needed between newsletters. These updates are written by the Executive Director and delivered in either in hard copy or as electronic media.