

WASHINGTON STATE SCHOOL RETIREES' ASSOCIATION

POLICIES AND PROCEDURES

updated June 2020

ARTICLE I - AFFILIATIONS & ALLIANCES

- Section 1.** The Washington State School Retirees' Association (WSSRA) is affiliated with AARP (AARP/NRTA.)
- Section 2.** WSSRA members are encouraged to join AARP through the NRTA Division.
- Section 3.** The WSSRA will cooperate with organizations of like objectives whenever feasible.
- Section 4.** The Executive Board may make contributions and financial ties, subject to budgetary limitations.

ARTICLE II - AMENDMENTS TO POLICIES & PROCEDURES

Amendments to these Policies and Procedures may be made at any meeting of the Executive Board. Amendments may also be made by the Delegate Assembly. A simple majority vote is required to sustain the question.

ARTICLE III - ARCHIVES

All historical records will be housed in the WSSRA State Headquarters Office.

ARTICLE IV - AWARDS

- Section 1.** When appropriate, an award shall be made annually in each of the following categories:
- A. Legislative Excellence Award**
- A. A person who has contributed in the legislative setting:
 - a. Who has promoted the goals and objectives of WSSRA
 - b. Who has made an outstanding contribution (by legislation or official action) that has made a positive effect on the lives of WSSRA members
 2. Recipient shall be selected, and award presented by the Legislative Committee.
 3. Award: engraved award with WSSRA logo and recipient's name and year
[BD 2/16]

B. Meritorious Member Award (Patrick T. Hoban)

1. A member of WSSRA who has:
 - a. Volunteered his/her time for the fulfillment of WSSRA goals
 - b. Achieved beyond the norm in the performance and charged responsibilities of his/her duties
 - c. Inspired and encouraged fellow constituents in their performance to achieve the WSSRA goals
2. Those persons nominated must be approved by the Local Executive Board and the nomination signed by the Local Unit President. The recipient shall be selected, and the award presented by the Awards Committee.
3. Award: Engraved apple or other engraved award with recipient's name and year. [BD 2/16]
4. Those persons who are nominated and are not award recipients shall be given a certificate of appreciation.

D. Outreach Award (Stan McNaughton)

1. A member of WSSRA who:
 - a. Volunteers his/her time beyond the goals of WSSRA to enhance the lives of community members
 - b. Has improved the quality of life in his/her community and in so doing has improved the image of WSSRA
 - c. Those persons who are nominated must be approved by the Local Executive Board and the nomination form signed by the Local Unit President. The recipient is to be selected and award presented by the Awards Committee from nominations sent in by Units.
 - d. Award: Engraved apple or other engraved award with recipient's name and year.
 - e. Those persons, who are nominated and are not award recipients, shall be given a certificate of appreciation.

E. President's Awards

1. These awards are presented to:
 - a. An Association member for outstanding service beyond other areas of Association awards and
 - b. Presented to a Washington State K-12 educational employee for extraordinary service to children and/or colleagues
2. These selections and presentations are made by the WSSRA President. These awards are given only when merited and not necessarily given annually.

Section 2. WSSRA Certificates may be awarded to persons or Units in the following areas:

- A. Membership Committee Awards presented by the Membership Committee Chair
- B. Units of Distinction Awards presented by the Immediate Past President
- C. WSSRA certificates awarded by the State Committee Chairs
 - 1. Recipients' names, and/or Units, shall be published in the Convention Handbook and the Certificates presented at the Monday evening Awards Dinner.
 - 2. Certificate of Recognition. Units may request that a Certificate of Recognition be given to those members who have served as public school personnel and have retired as such, upon their attainment of the age of ninety (90) years for their contribution to public education. [BD 2/16]

ARTICLE V - BUDGET

A regular budgetary amount of \$120 shall be given annually to the WSSR FOUNDATION. A budget of \$8000 shall be given annually for the Neil D. Prescott College Level Student Teaching/Internship Scholarship. [BD 2/16] [8/19]

ARTICLE VI - COMMITTEES

Committee Chairs are authorized to approve Committee expenditures according to the WSSRA budget category allotted for Committee expenses, subject to WSSRA policies. Special Project activities are subject to the approval of the Executive Board and shall conform to WSSRA policies. Committee Chairs shall prepare a written report for each Executive Board Meeting. Action items must be prepared and submitted to the office for distribution at least ten days prior to the meeting.

Section 1. REVOLVING ORGANIZATIONAL

- A. The **AWARDS COMMITTEE** shall: Coordinate activities of all special awards given to individuals by WSSRA for exceptional and outstanding contributions: (Pat Hoban Meritorious Service and Stan McNaughton Outreach Awards) and shall coordinate activities for Special Certificates given to Units. [BD 2/16]
 - 1. Coordination shall include notification to Units and Coordinating Councils of awards that may be presented, including due dates for application, deadlines, and preparation of applications

2. Review Committees for individual selections shall be established following criteria ensuring awards are presented only to individuals for exceptional service, and shall be given only when there are qualified recipients

B. The **NOMINATING AND REVIEW COMMITTEE** shall:

1. Review the qualifications of and inform and advise nominees whose names have been submitted to the members of the Committee of the duties and responsibilities of the positions and prepare a slate from a list of nominees who have previously agreed to run for office and report the slate to the April Executive Board Meeting [BD 2/16]

C. The **RULES AND RESOLUTIONS COMMITTEE** shall:

1. Inform Unit Presidents and Coordinating Council Chairs of the differences between Amendments to the Bylaws, Policies & Procedures and Resolutions, with the date for submitting each type of proposal on the approved form. This information shall be available by the date of the November Board Meeting [BD 2/16]
2. Initiate Amendments to the Bylaws and Policies & Procedures or submit resolutions as appropriate
3. Receive suggested Bylaw and/or Policies and Procedures Amendments from any Local Unit, Coordinating Council or State Committee Chair by March 1; prepare rationale and recommendations for the changes; and forward to the WSSRA Executive Board for review and recommendations prior to publication in the May/June issue of the JOURNAL [BD 2/16]
4. Review and present to the Delegate Assembly all resolutions that have been submitted by the Association Officers, Executive Board, Committees, Coordinating Councils, Local Units, Members, or the Committee itself prior to the Delegate Assembly
5. In the event a previously unsubmitted resolution is presented on the Assembly Floor, receive such resolution upon referral by the session Chair for review, consideration, recommendation, and presentation to the Delegate Assembly
6. Draft and present Rules of Order for the Delegate Assembly
7. Review, revise and update the Bylaws, and Policies & Procedures following each Association Delegate Assembly and transmit same to the Editor of the annual Handbook by July 1

D. The **SCHOLARSHIP COMMITTEE**:

1. Shall establish guidelines for publicizing and awarding scholarships available through the Association
2. Sixteen (16) Robert J. Handy (PEMCO/WSSRA) Scholarships may be awarded; in addition, eight (8) WSSR Foundation Scholarships may be awarded; eight (8) Neil D. Prescott Student Teaching/Internship Scholarships may be awarded; and two (2) Gene Forrester Agricultural Education Scholarship may be awarded on an on-going basis. These scholarships may be awarded to candidates from each of WSSRA Districts according to the guidelines established by the Scholarship Committee and approved by the Executive Board. The Coordinator for the selection in each District shall be the District Representative or his/her appointee.
3. Each of the eight Districts shall award two WSSRA/PEMCO Scholarships and one WSSR Foundation Scholarship.
4. Each of the eight Districts may award one Neil D. Prescott College Level Student Teaching/Internship Scholarship annually. [8/19]
5. The Scholarship Committee (comprising of three District Representatives (NW, SW, E)) shall meet annually to award two (2) Gene Forrester Agricultural Education Scholarships.

Section 2. SERVICE COMMITTEES [DA 6/18]

A. The **HEALTH SERVICES COMMITTEE** shall:

1. Participate in meetings three times each year: one in the autumn, one for a Service Committee work session in April, and one in June at the State Convention [6/20]
2. Attend Coordinating Council meetings for the District represented
3. Report Health Services Committee activities to Local Unit Presidents and Health Chairpersons. Disseminate information to them as needed.
4. Review Committee policies, procedures, goals, and Committee member job description yearly
5. Submit health education articles for the WSSRA **JOURNAL**
6. Attend Senior Issue Conferences and workshops when possible; then disseminate relevant information to the Health Service Committee. [BD 04/13] [BD 02/15]

B. **MEMBERSHIP COMMITTEE** shall:

1. The Participate in meetings three times each year: one in the autumn, one for a Service Committee work session in April, and one in June at the State Convention [6/20]
2. Assist Local Units to increase membership
3. Promote Local and State membership
4. Promote participation in dues deduction program
5. Abide by rules of confidentiality of WSSRA membership lists

C. The **RETIREMENT PLANNING COMMITTEE** shall:

1. Participate in meetings three times each year: one in the autumn, one for a Service Committee work session in April, and one in June at the State Convention [6/20]
2. As its primary purpose, assist Units to organize Local Retirement Planning Committees and to support and guide these Unit Committees in carrying out their roles, and to update the Retirement Planning guide on a yearly basis by insertion or revision

Section 3. SPECIAL COMMITTEES

A. The **BUDGET COMMITTEE** shall:

1. Consist of the President, President-elect who shall serve as Chair, the Treasurer and the Executive Director, whose duty it is to prepare the following year's draft budget for the February Board Meeting to be followed in April with any Executive Board revisions.

B. The **CONVENTION COMMITTEE** shall:

1. Work under the direction of the President and the Executive Director
2. Work with the Executive Director in arranging the details of planning, operating, evaluating, and following up on the Annual Association Convention
3. Appoint and supervise all Task Forces necessary to fulfill the responsibilities, electing the task forces' members from within the Coordinating Council District in which the Convention is held
4. Prior to the first Convention Planning Committee Meeting, a report will be provided from the previous Convention [BD 2/16]

C. The **FINANCE COMMITTEE** shall:

1. Oversee the investments of the Association to insure the best possible income earned with the limited amount of risk. Directions involving the movement of funds for investment purposes shall originate with the Finance Committee and be directed to authorized signatories
2. Ensure the recommendations contained in the annual audit are implemented in a timely manner

D. The **LEGISLATIVE COMMITTEE** shall:

1. Work under the direction of the Association Executive Board and within the parameters established by the Delegate Assembly
2. Work in cooperation with other Association State Committees to develop legislation that speaks to the needs of Association members
3. Work with such groups as the Senior Citizens' Lobby, the AARP, State Legislative Committee, the Retired Public Employees Coalition, and other appropriate organizations in promoting legislation beneficial to all other citizens
4. The formula for the composition is shown below:

NW 1	27	Legislators divided by 8 = 3.37	=	3	Committee members
NW 2	42	Legislators divided by 8 = 5.25	=	5	Committee members
SW 3	24	Legislators divided by 8 = 3.00	=	3	Committee members
SW 4	21	Legislators divided by 8 = 2.63	=	3	Committee members
E 5	6	Legislators divided by 8 = 0.75	=	1	Committee member
E-6	6	Legislators divided by 8 = 0.75	=	1	Committee member
E-7	15	Legislators divided by 8 = 1.88	=	2	Committee members
E-8	6	Legislators divided by 8 = 0.75	=	1	Committee member
Total	147		=	19	

5. The Executive Board may appoint up to three WSSRA members to serve as resource persons to the Committee
6. In the event a member of this Committee is unable to attend a meeting, the member shall appoint an alternate who shall have full rights, duties, and privileges of the position and vote at that meeting. The order of alternate appointees is (a) a Local Unit President, or (b) a Local Unit Legislative Chair

E. The **STAFF PERSONNEL COMMITTEE** shall:

1. Consist of the President, who shall serve as Chair, the President-elect, and the Immediate Past President
2. Be responsible for all matters relating to staff
3. Conduct an annual evaluation of the Executive Director and an annual review of the Working Agreement covering salary and fringe benefits for all staff personnel. All recommendations for change shall be ratified by the Executive Board before the annual budget is established

Section 4. WSSRA members, Committees, Councils and Units are invited to make recommendations to the WSSRA Executive Board for potential services in any of the three categories: (1) approval for advertising, (2) approval for mailing privileges, and (3) approval for WSSRA listings of appropriate services provided by other associations, organizations or firms. The Executive Board will assign each proposal to the appropriate Committee. That Committee shall research the proposal and potential providers; and shall make recommendations to the Executive Board. Once a proposal and a provider are approved by the Executive board, the responsibility for overseeing the service rests with the Committee that developed the program.

ARTICLE VII –ANNUAL CONVENTION

Section 1. The Association shall hold an annual Convention beginning on the first Monday following the first Saturday in June. **Exception:** The 2020 Convention will be a Mini Convention via Zoom on June 30, 2020. [BD 6/20]

Section 2. Guests of Delegates and/or alternates may purchase meal tickets without payment of registration fee. The registration fee for the annual Convention shall be established by the Executive Board to help cover expenses.

Section 3. The Host Unit shall determine who from the Local Arrangements Committee must register.

Section 4. Persons making reservations for WSSRA functions are responsible for any costs incurred by their failure to attend the functions or to cancel the reservations before the published cut-off date.

Section 5. Approved expenses incurred by the State Convention Committee shall be reimbursed as any other State Committee that reports to the Executive Board. Similarly, approved expenses for participants in the Local Arrangements Committee shall be defined as expenditures of the current Convention's obligation.

Section 6. Hosted breakfasts will be held for Outgoing Unit Presidents, Incoming Unit Presidents, Past State Presidents and Outgoing Council of Committee Chairs.

- Section 7.** Programmed meeting times shall be provided for: Local Unit Incoming/Outgoing Presidents' and Past State Presidents' Breakfasts. [DA 06/01] [BD 2/16] [BD 6/20]
- Section 8.** All WSSRA Past State Presidents Convention expenses will be paid by WSSRA according to WSSRA reimbursement procedures. [BD 8/19]

ARTICLE VIII – COORDINATING COUNCILS

- Section 1.** Each Coordinating Council within a nominating region may recommend a candidate for President-elect.
- Section 2.** If a Region does not have a candidate for the position, the next eligible Region would recommend a candidate as well as maintain its original position in the rotation sequence.
- Section 3.** Prior to January 15, the Nominating Committee shall notify each Coordinating Council and Local Units within a Nominating Region to submit recommended nominees for the position(s) to which the Region is entitled. The recommendations must be received by the Nominating Committee and submitted to the April Executive Board Meeting. A Coordinating Council District whose nominee for elective office withdraws prior to the Delegate Assembly would still retain the right to submit a candidate for such office.
- Section 4.** Reimbursement for operational expenses is authorized. (Ref. Article XXVI, Section 13, of these Policies & Procedures)

ARTICLE IX – DELEGATE ASSEMBLY

- Section 1.** Delegates who serve in more than one official capacity are permitted only one vote on any issue.
- Section 2.** A Delegate Handbook containing all reports and other information relevant to the Convention and Delegate Assembly shall be provided to all Delegates.
- Section 3.** The Official Proceedings of the Delegate Assembly include only the minutes of the plenary sessions of the Delegate Assembly. Reports of other activities or the programs of the Convention are not part of the Delegate Assembly Proceedings.
- Section 4.**
- A. The Proceedings of the Delegate Assembly shall be distributed to all members of the Executive Board, all Chairs of the Coordinating Councils, and the Unit Presidents. These Proceedings shall also be published in the Governance Documents distributed for the next year's Convention.

- B. The President shall provide a one-page summary of the status of the previous year's Delegate Assembly's new business and/or action items to be included in the Delegates' packets. [DA 6/98]

Section 5.

As a co-sharing of travel costs, reimbursement for round trip mileage is authorized according to the Chart shown in ARTICLE XXVI, Section 14, Reimbursement of cars/participants. Unit Presidents must submit vouchers with the claimant being the Local Unit. (Local Units may distribute these reimbursements among the drivers who were locally authorized to provide the transportation.)

Section 6. Campaign Guidelines:

- A. Campaign costs for each candidate shall be limited to \$750 for the purpose of covering brochures, printing, phone calls, travel, and other campaign expenses. The total expenditures can be derived from all sources, e.g., Personal, Local Unit, Coordinating Council. WSSRA funds shall not be used for this project. An itemized list of expenses shall be given to the Nominating and Review Committee prior to the Delegate Assembly.
- B. Candidates, their Committees, and individual members may send letters and brochures to Unit Presidents, Coordinating Council Chairs and WSSRA members
- C. Candidates' may attend Coordinating Council or Unit meetings to urge support
- D. The following campaign rules shall be sent with the notice calling for candidates and again when candidacy is declared
 1. Distribution of electioneering material (brochures, candidate photos) may be done at the Convention Hotel but not at the Convention Registration Desk. All materials shall be removed from the Assembly Area by the morning of the election.
 2. Pictures, posters, and printed materials may be posted at places to be determined by the Nominating Committee, Local Arrangements Committee and Hotel Management
 3. Resumes of the candidates' qualifications, not to exceed 300 words, shall be published in the Delegate Handbook
 4. Each candidate for President-elect may make a self-promotion speech not to exceed five (5) minutes during a designated Tuesday session [8/19]
 5. No speeches for nominees shall be allowed at the Delegate Assembly

6. The **JOURNAL** shall carry the picture and biographical sketch of the candidates prior to the Convention
7. Candidates are to be identified representing the REGION only, such as SW, NW, or E

Section 7. The Parliamentary Authority shall be Robert's Rules of Order, Newly Revised, most current edition.

ARTICLE X – DISTRICT REPRESENTATIVES

District Representatives shall prepare a written report for each Executive Board Meeting. Action items must be prepared and submitted to the WSSRA Office for distribution at least two weeks prior to the meeting. [BD 2/16]

ARTICLE XI – DUES

Section 1. State Association annual dues are sixty dollars (\$60). [DA 06/03] [DA 06/15]

Section 2. Local Unit Treasurers shall submit names of new enrollees, their dues, or ADD forms at the end of each month in which new members are enrolled.

Section 3. The WSSRA shall remit to the Local Unit Treasurers ADD (automatic dues deduction) Unit dues monthly.

Section 4. Cash dues paid through March 31 must be credited to the current year. Those paid on or after April 1 shall be considered current members through the following membership year.

Section 5. Unit Association annual dues are twenty-four dollars (\$24). [DA 06/15]

ARTICLE XII – EXECUTIVE BOARD

Section 1. The Orders of Business for Executive Board Meetings shall follow these accepted procedures (as recommended in Robert's Rules of Order, Newly Revised, current edition.)

- A. The Order of Business (Agenda) shall be prepared for distribution two weeks in advance of each meeting of the Board by the President with the assistance of the Executive Director [BD 2/16]
- B. The Agenda shall contain reports from the President, President-elect, Immediate Past President, Secretary, Treasurer, District Representatives, and the Committee Chairs

- C. Reports from other members shall be included if requested by the President or if a matter requiring Board consideration and/or action is identified
- D. Members of the Board shall be advised one week in advance of items of business which will require action
- E. The Agenda shall be offered for revision and approval at the beginning of the meeting. When the Board has approved the Agenda, it cannot be amended except by a two-thirds vote of that body.

Section 2. With Executive Board approval, persons with special expertise may be paid an honorarium for performing specific duties for the Association.

Section 3. The Executive Board shall determine when gifts are appropriate and shall give prior authorization.

Section 4. The policy for **REIMBURSEMENT** for travel and other expenses shall be reviewed annually by the Executive Board. Travel policies shall apply uniformly to all: Executive Board, State Committee Members and Staff.

Section 5. The Executive Board may declare a “State of Financial Exigency” and alter any part of the WSSRA budget until such financial exigency no longer exists.

Section 6. All WSSRA Executive Board Meetings shall normally be held on Tuesdays, Wednesdays and/or Thursdays, except for the meeting immediately prior to and immediately following the annual Convention or specially called meetings.

Section 7. At its first meeting of the year, the Board shall appoint or reappoint representatives to other groups or organizations.

Section 8. A professional financial audit shall be conducted at the pleasure of the Executive Board with cursory audits by the Finance Committee in other years.

ARTICLE XIII – EXECUTIVE COMMITTEE

The Executive Committee meets at the request of the WSSRA President.

ARTICLE XIV – FINANCIAL MANAGEMENT

Section 1. The President is authorized to allow expenditures to exceed any line item of the budget as needed, provided that the total budget is not exceeded.

Section 2. The Committee Chairs are authorized to approve Committee expenditures according to the WSSRA budget category allotted for Committee expenses.

- Section 3.** The possessions of the WSSRA shall be insured for an adequate amount against fire, theft, and vandalism.
- Section 4.** The liability insurance authorized by the Executive Board shall be kept in force.
- Section 5.** Routine payments of utilities, rent, payments for mailings, payroll, and withholdings for Internal Revenue shall be made within the budget, but prior Board approval is not required.
- Section 6.** The Treasurer is the President's designated alternate in all matters of financial management whenever such alternate service is appropriate or required.
- Section 7.** All funds belonging to WSSRA shall be managed within its main operational budget. If any program of services or any activities must become operational during the interim between Delegate Assemblies and funding was not included in the main budget, the Executive Board shall require such income and expense items to be reported as an addendum to the main budget. The Executive Board must authorize special designated receipts before these expenditures can take place.
- Section 8.** The WSSRA investment portfolio is with Stapp Financial Wealth Management. The WSSRA Executive Director or the Fiscal, Personnel, Technology Officer shall be designated as the contact representatives with the Stapp Financial Wealth Management; and the authorized signatories on the account shall be the Treasurer and the Executive Director. [BD 2/16] [BD 8/19] [BD 6/20]
- Section 9.** A corporate account with Edward Jones & Company shall be established to maintain an investment account for WSSRA and the WSSRA Corporate Officers are authorized signatories to the account.
- Section 10.** All WSSRA checks have two signers, the Executive Director, and the Treasurer, with a threshold of twelve thousand dollars (\$12,000) or more that would require the approval of both signers.
- Section 11.** The WSSRA Executive Director shall be the primary signer for bank and investment accounts. Checks for twelve thousand dollars (\$12,000) or more require two signatures, the Executive Director, and the Treasurer. In the absence of or replacement of the Executive Director, the Accountant and or the Treasurer, the President shall have Authority to sign for all transactions until Board action fills the vacant position(s). The WSSRA Accountant is authorized to set up accounts for the Association and discuss all information pertaining to such accounts as directed by the Executive Director, the Treasurer, or the President.

Section 12. Checks which have not cleared the bank within a period of six months shall become invalid and notices to that effect shall be mailed to the respective payees.

Section 13. A professional financial audit shall be conducted at the pleasure of the Executive Board with cursory audits by the Finance Committee in other years.

ARTICLE XV –PURPOSES

WSSRA has established purposes in the Bylaws and the Policies and Procedures. The Executive Board shall review and evaluate these purposes annually. [BD 2/16]

ARTICLE XVI – JOURNAL EDITOR

Section 1. The Editor of the **JOURNAL** is responsible for its content; the draft of the **JOURNAL** shall be provided to the President for review. No obituaries shall be published in the **JOURNAL** other than officers listed in Bylaws, Article IV, Section 1 & 2. [BD 2/16]

Section 2. The Editor of the **JOURNAL** is responsible for the decision to increase the number of pages in the **JOURNAL** for those issues which require more space.

Section 3. The **JOURNAL** Editor shall be authorized to accept advertising for the **JOURNAL** in accordance with guidelines to be reviewed and/or revised annually by the Board.

ARTICLE XVII – LOCAL UNITS

Local Unit officers are to abide by the rule of confidentiality of WSSRA membership lists.

ARTICLE XVIII – MAILING PROCEDURES (BD 8/14)

Section 1. Approved for mailing privileges authorizes providers to make direct mailings to all WSSRA members and retired school personnel (this means the entire WSSRA mailing list) with the vendor paying all costs connected with the mailing process.

A. Mailing authorization carries with its permission to:

1. Use WSSRA letterhead and logo, and
2. Include an introductory letter from the WSSRA President or another designee

B. A mailing authorization requires that:

1. Any special, non-WSSRA mailing must be pre-authorized by the Executive Board. All expenses for such a mailing must be paid by the organization for

which the mailing is done. Office Staff shall not be utilized during regular hours for such non-official mailings.

2. Mailing labels and/or addresses must be protected in such a way that they cannot be used for any purpose other than that authorized. WSSRA has a contractual agreement covering this. Mailing lists shall be released only to an independent mailing service.
3. Mailings must include a statement "Approved for presentation by the Executive Board" and an approved "hold harmless clause" protecting WSSRA.

Section 2. MAILING AGREEMENT (RE: Mailing approved materials to WSSRA members and retired school personnel by a company, firm and/or agent and the use of WSSRA mailing lists or labels.) (See next page)

"AGREEMENT by and between the Washington State School Retirees' Association and a Company, Firm and/or responsible Agent, and a designated mailing service:

It is hereby agreed that the membership and retired school personnel name and address lists of the Washington State School Retirees' Association, furnished in the form of mailing labels, is the sole property of the Washington State School Retirees' Association. Such mailing labels shall be used for the sole purpose of mailing circulars and/or letters to the members and retired school personnel on the Washington State School Retirees' Association's lists as approved by the Association's Executive Board and President.

Further, it is agreed that all persons concerned with the mailing of approved materials shall, neither directly nor indirectly, sell, loan, lease, give, or otherwise dispose, peddle, or make available the said list of mailing labels to any other person, purveyor, company or the like, nor use them for any purpose not authorized by WSSRA.

Signature _____
For Company or Firm

Signature _____
Manager/Owner-Mailing Service

Name of Company or Firm

Name of Mailing Service

Address

Address

Date

Date

Approved _____ President
Washington State School Retirees' Association

ARTICLE XX – MEMBERSHIP

Guidelines for Awarding Honorary Memberships

Qualifying Criteria for Ninety Year Old’s’ Honorary Memberships
(Referenced in *BYLAWS, Article III, Section 1*)

Section 1: During the fall of each year, Local Units should review their membership to identify current Unit and WSSRA members who have reached the age of 90 by June 30; and

Further, who have also been members of the Washington State School Retirees’ Association for at least twenty (20) years; and

Further, who have been active, contributing members as identified by Committee service, holding office, or involved in activities which support the purposes of WSSRA as identified under Article II – Purposes of the WSSRA Bylaws.

Local Unit Presidents must submit their Unit’s recommendation(s) to the Executive Board of WSSRA no later than the April Board meeting of each year to be effective the following fiscal year, July 1. [BD 2/16]

Upon approval by the WSSRA Executive Board, recipients of Honorary Memberships will be notified by the WSSRA Executive Director and/or the WSSRA President within five days following the conclusion of the April Executive Board meeting. [BD 6/20]

Section 2: A state-dues free honorary membership shall be given to past WSSRA Executive Directors. [BD 4/17]

ARTICLE XXI – NOMINATING REGIONS

Section 1. The recommendation for nominations for President-elect shall be rotated among each of the three Nominating Regions.

Section 2. The sequence shall be as follows:

2021	E	2024	E
2022	SW	2025	SW
2023	NW	2026	NW

Section 3. Candidates are to be identified representing the REGION ONLY, such as SW, NW, or E.

ARTICLE XXII – OFFICIAL RECORDS OF THE ASSOCIATION

The minutes may include [parts of debate] explanatory information, and other information helpful to the membership-at-large.

ARTICLE XXIII – PARLIAMENTARY AUTHORITY

The Parliamentary Authority shall be Robert’s Rules of Order, Newly Revised, current edition.

ARTICLE XXIV – POLICY AUTHORIZATION

- Section 1.** Policies adopted by the Delegate Assembly become policy of the WSSRA at the beginning of the ensuing fiscal year and shall be added to the Policies and Procedures and continue in force until rescinded by the Delegate Assembly.
- Section 2.** Policies adopted by the Executive Board become policy according to provisions in the Bylaws and shall be added to the Policies and Procedures and continue in force until rescinded by Board or Delegate Assembly action.
- Section 3.** It is the policy of the WSSRA to give no endorsement unless there is an executed contract in place.
- Section 4.** It shall be the policy of the WSSRA Executive Board to give no endorsement to issues which are not pertinent to the interests of retired school personnel and/or within the scope of the purposes of WSSRA. Items shall be submitted in resolution form in a timely manner.
- Section 5.** No substantial part of the activities of the corporation shall be the carrying on of propaganda, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office.
- Section 6.** Distribution of Materials at WSSRA State Convention meetings:
- A. A WSSRA Unit or State Committee may prepare and distribute written materials in support of, or in opposition to, proposed Amendments to WSSRA Bylaws, Policies and Procedures, or a Resolution at the Pre-Convention workshop. Such materials must be factual; speak to issues and not personalities; and be approved by the Local Unit or State Committee. Such materials should include the proposed Amendment or resolution, rationale, and may include charts, graphs, and other relevant material.

- B. Distribution of materials on the floor of the Delegate Assembly must be approved by the President, his/her designee, or the Executive Board no later than the day prior to planned distribution.
- C. No materials from outside groups or organizations may be distributed at WSSRA State Association meetings without prior authorization by the WSSRA Executive Board.

Section 7. The WSSRA Executive Director shall have the Authority to grant permission to Local Units to conduct fund-raising activities at the State Conventions. [BD 2/16]

Section 8. **Code of Conduct**, the **WSSRA Whistle Blower Provision**

- A. **Background:** The Washington State School Retirees' Association and its Directors, Officers and Employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Therefore, WSSRA adopts this Whistle Blower Policy to encourage Directors, Officers and Employees to report alleged wrongdoing to WSSRA.
- B. **Responsibility to Report:** It is the responsibility of all Directors, Officers and Employees to comply with this policy and report violations or suspected violations in accordance with this policy.
- C. **Reporting Violations:** A Director, Officer, or Employee who in good faith believes there has been a violation or suspected violation of a law or regulation or a violation of a WSSRA policy, should report that violation to the Office Manager or the Executive Director. If the violation or suspected violation involves conduct of the Office Manager or Executive Director, and the Director, Officer, or Employee is not comfortable reporting to the Office Manager or Executive Director, the Employee or Officer may report the violation or suspected violation to a Director.
- D. **No Retaliation:** A Director, Officer, or Employee, who in good faith, reports a violation or suspected violation of law or regulation or a violation of a WSSRA policy, shall not suffer retaliation, harassment, or adverse employee consequence as a result of such report.
- E. **Mandate of Public Policy:** A Director, Officer, or Employee in good faith believes that there has been violation or suspected violation of a "mandate of public policy," the violation or suspected violation should be reported to the Executive Director, or, if the person is uncomfortable reporting to the Executive Director, to a Director. A "mandate of public policy" is an important principle

that is not found in state or federal law or regulation, but which if violated, may result in a legal claim against WSSRA.

- F. Examples of a violation of a “mandate of public policy” include: termination or discipline of an employee for refusal to commit an illegal act, for engaging in whistle blowing, or for breach of a promise of a specific treatment in specific situations. [BD 11/10]

ARTICLE XXV – PUBLICATIONS/COMMUNICATIONS

- Section 1.** The official newsletter of the Washington State School Retirees’ Association is the WSSRA **JOURNAL**.
- Section 2.** The WSSRA President, or designee, is the official spokesperson for the Association and is responsible for the content of all official publications and communications in conjunction with the WSSRA **JOURNAL** Policy Board.
- Section 3.** The WSSRA **JOURNAL** Policy Board is composed of the President, the President-elect, the Immediate Past President, the Executive Director, and the **JOURNAL** Editor.
- Section 4.**
- A. Members may not officially represent WSSRA before other organizations and groups unless specially authorized by the President. Members not so authorized must indicate they are speaking as individuals.
 - B. The President may authorize the Contract Lobbyists to speak in the Association’s behalf in conformance with the Legislative Goals adopted by the Delegate Assembly.
- Section 5.** The disclaimer, “Acceptance of advertising does not imply WSSRA endorsement of the product or viewpoint expressed by the ad”, will be run in all issues in which advertising is carried.
- Section 6.** Whenever feasible, the headquarters staff shall do production of publications and communications.
- Section 7.** The **JOURNAL** printing and other authorized printed matter beyond the capacity of the Headquarters staff may be contracted from commercial shops. Except for the Editor of the **JOURNAL**, only the current President or a designee is authorized to give instructions to an approved commercial service and to authorize payment for service rendered.

Section 8. The ***JOURNAL*** may be published five times a year as follows:

July-August-September
October-November-December
January-February
March-April
May-June

An additional special issue or issues may be published if requested.

All issues are sent to the WEA Board and Executive Council, School Superintendents and/or other appropriate organizations, agencies, or personnel.

Section 9. No obituaries shall be published in the ***JOURNAL*** other than that of Officers listed in Bylaws, Article IV, Sections 1 & 2. [BD 2/16]

Section 10. To provide for opportunities of direct communications, the WSSRA welcomes letters from its members on matters of interest to all retired school personnel. If publication of such a letter is expected by the writer, the following guidelines must be followed:

- 250 words
- One letter per year from same author (due to number of issues)
- The ***JOURNAL*** Policy Board reserves the right to limit the number of letters per subject
- Language appropriate
- The JOURNAL Policy Board shall review publication of sensitive materials
- Letter content of interest to the general WSSRA membership
- The opinions expressed by the writer do not necessarily reflect the policies or positions of WSSRA [This statement must appear on all articles in the ***JOURNAL***]
- Name, address, phone, and Local Unit number to be included; WSSRA members only
- Send letters to Kristin Heath Murphy, PO Box 1337, Olympia, WA 98507, or email at editor@wssra.org [BD 6/13]

Section 11. WSSRA will communicate political messages in the Journal which have a relationship to policies that WSSRA supports. Legislative endorsements from the Executive Board and/or Legislative Committee may be published. A letter from the WSSRA President or Executive Director may be sent to all endorsed candidates congratulating them on their endorsement and giving them permission to indicate that they have been endorsed. [BD 6/14]

ARTICLE XXVI – REIMBURSEMENT OF EXPENSES

(TRAVEL REIMBURSEMENT PROCEDURAL INFORMATION)

Section 1. WSSRA Executive Board Members, Officers, Committee Chairs, Committee Members, and Staff—all will be reimbursed for authorized travel on the basis of the following policy and procedures, using the prescribed voucher form when submitting a claim for reimbursement:

Section 2. TRANSPORTATION

A. **Use of Rental Vehicle** – If a WSSRA member, traveling as a requirement of his/her WSSRA duties, finds that using a rental vehicle is more economical than using his/her personal vehicle, WSSRA will reimburse the member based on the following criteria:

- Compact or mid-size car. (Any upgrade which adds fees are at the user’s expense). [BD 2/16]
- Gas tank refill
- Vehicle rented should have unlimited mileage allowed so as not to incur mileage charges
- Covered: vehicle license recover fee, Washington State rental car tax and sales tax which are all customary and will be reimbursed
- Not reimbursed: No other fees including, but not limited to, medical insurance, damage waivers, airport concession fee recovery, or vehicle damage insurance, will not be reimbursed

B. **Use of Personal Vehicle**

- The limits and rules in Section 2, subsections “Mileage”, “Parking”, “Bus/Ferry”, apply to any use of a personal vehicle on WSSRA Business
- A member may not travel in his/her own vehicle for WSSRA business unless and until the member confirms that he/she has adequate collision and liability insurance that will cover accidents, injuries and any other losses for the driver of the vehicle and any passengers
 - **Mileage:** Reimbursement rate: the current Internal Revenue Service rate per mile [BD 04/14]
 - **Parking:** Actual, but reasonable and customary
 - **Airfare:** Actual, coach class only. Attach receipts
 - **Bus/Ferry:** Actual. Attach receipts

- **Taxi:** \$15 per day, only out of hometown and when no personal vehicle available. No receipt required if under \$15 but must be detailed on voucher. Attach receipt for full amount of over \$15
- **Auto Rental:** Sub-compact allowed where taxi not available. Attach receipt.

Section 3. FOOD – Reimbursement rates for meals, including tax, not to exceed:

Breakfast	\$14
Lunch	\$17
Dinner	\$28
plus, gratuity	

(Receipts must be attached) (Alcoholic beverages are not reimbursable) [BD 2/16]

If the meals are direct billed to the hotel room and the amount is more than the reimbursement rate, the difference will be deducted from the mileage reimbursement.

Section 4. TIPS – Tips for taxi or porter services at 15 percent may be added to your receipts and included in your claim for reimbursement. Accounting procedures will not classify “tips expenses” as such but will be added to mileage costs or other appropriate expense classification.

Section 5. LODGING

- A. Lodging is allowed at actual cost but must be reasonable and must reflect costs defined as usual and customary. Attach receipts.
- B. For meetings that convene at or after 1 pm, lodging will be provided for the night following such meetings, (see Section 15). For meetings that adjourn after 2 pm, one night’s lodging will be reimbursed only to those Board members and Committee members who drive more than 150 miles each way to attend the meetings. Vouchers must be submitted to WSSRA with accompanying receipts. Exceptions may be made for extenuating circumstances with approval of the Executive Director. Lodging accommodations for meetings within the greater Olympia area shall be arranged by the WSSRA Office. Changes or cancellation of arranged accommodations shall be made through the WSSRA Office.

Section 6. GUEST ENTERTAINMENT – Meals which are for purposes of promoting the purposes of WSSRA are reimbursable. Receipts must be attached detailing the amount, date, place, purpose of the meeting, and names of all present.

Section 7. PROCEDURAL REMINDERS

- A. All vouchers must be detailed appropriately; documentation of expenses (receipts) must be attached; mailing information must be complete; payee should keep a copy.
- B. Vouchers for travel and other Board activities are to be sent to the President, or the designated alternate, for authorization for payment.
- C. All entities that, or persons who, incur authorized expenses for which reimbursement is expected shall submit such requests for reimbursement within 90 days. Additionally, all requests for reimbursement of expenses chargeable to the current budget shall be submitted on or before June 30.
- D. Checks which have not cleared the bank within a period of six (6) months shall become invalid and notices to that effect shall be mailed to the respective payees.

Section 8. EXECUTIVE BOARD – Vouchers for travel and other Board activities are to be sent to the President or the designated alternate for authorization for payment. They are to be submitted monthly or accumulated until a reasonable sum has been expended. The President or designated alternate must sign the voucher prior to payment.

Section 9. STATE COMMITTEES

- A. When necessary, expenses for travel, meals and lodging shall be paid by the WSSRA. When dormitory or other group arrangements are made to reduce cost or to facilitate a meeting, reimbursement shall be made at the group rate.
[BD 2/16]
- B. Reimbursement vouchers (with receipts attached when necessary) must be submitted to the respective Committee Chairs for approval, after which vouchers must be submitted to the WSSRA President or designated alternate for authorization of payment. Both the Committee Chair and the WSSRA President or a designee must sign the voucher prior to payment.
- C. Committee Chairs shall be reimbursed for all expenses required in the performance of their duties and responsibilities related to their Committee meetings. Reimbursement for attendance at Executive Board Meetings is approved when Board action is requested pertaining to Committee activity, when the allocated budget allotment is adequate to cover expenses and promotes the goals of the Committee, or upon request of the WSSRA President. Under normal circumstances, the liaison from the Executive Board

to a given Committee can present and elaborate on Committee needs and activities.

- D. Committee members shall be reimbursed for travel necessary to attend Committee meetings. Committee members shall be reimbursed for attending Executive Board Meetings when they are requested to provide supporting testimony essential to the Committee Chair's report. The Committee Chair is responsible for keeping expenses within the budgetary allotment.

Section 10. DELEGATE ASSEMBLY

- A. As a co-sharing of travel costs, reimbursement for round trip mileage is authorized according to the Chart below.
- B. Unit Presidents must submit vouchers with the claimant being the Local Unit. (Local Units may distribute these reimbursements among the drivers who were locally authorized to provide the transportation.)
- C. Attendees at only the break-out sessions will be reimbursed for one night of lodging, based on double occupancy, for those persons traveling more than 150 miles each way.

SECTION 11. COORDINATING COUNCILS

- A. Reimbursement for operational expenses authorized as follows:
 - 1. Round trip mileage from each Local Unit, to attend up to three meetings of the Coordinating Councils per year consistent with the chart below
 - 2. Postage
 - 3. Office supplies
 - 4. Meeting room rent (where complimentary meeting room is not available)
 - 5. Meals for Coordinating Council Officers (not covered by other budgets)
(**NOTE:** Local Units may cover meal expenses of their respective participants. (*Some meetings do not incur meal expenses*)).
- B. Vouchers must be submitted through the Coordinating Council Chair who will sign and submit them to the WSSRA State Office for payment to the Local Unit for distribution among the drivers who were locally authorized to provide the transportation.
- C. State Committee persons are authorized to use the State Committee Budget for reimbursement of expense for participation in Coordinating Council functions.

Section 12. REIMBURSEMENT FOR CARS/PARTICIPANTS

<u>Local Unit Participants</u>	<u>Number of Cars Reimbursed</u>
1 - 4	1
5 - 8	2
9 - 12	3
13 - 16	4
17 - 20	5
21 - 24	6
25 - 28	7
29 - 32	8
33 - 36	9
37 - 40	10

Section 13. HALF-DAY AFTERNOON MEETINGS

- A. For meetings that convene at 1 pm for half-day sessions such as: Executive Board Orientation, Council of Committees; the lodging will only be provided for the night following such meetings. An exception to this policy would be made for Executive Board members and/or State Committee members who reside more than 250 miles away from the meeting site. [BD 2/16]

Section 14. APPOINTED POSITIONS AS LIAISONS TO AGENCIES AND ORGANIZATIONS

- A. The Board annually appoints a Liaison Representative to various organizations and agencies in which the Association has a common interest. If expenses are incurred in the role of Liaison, the following procedures will guide the payment of such expenses:
1. Submit in writing to the Executive Director/WSSRA President for approval, the expected expenses prior to incurring such expenses.
 2. Expenses with prior approval that will be reimbursed are mileage, meals, and one night's lodging.

ARTICLE XXVII – STATE OFFICE PERSONNEL

- Section 1.** The Order of Business (Agenda) shall be prepared for distribution two weeks in advance of each meeting of the Board by the President with the assistance of the Executive Director. [BD 2/16]
- Section 2.** The Agenda shall provide for reports from the President, President-elect, Treasurer, Secretary, District Representatives, Committee Chairs, and other Members of the Board if requested. [BD 8/17]
- Section 3.** Members of the Board shall be advised two weeks in advance of items of business which will require action. [BD 2/16]
- Section 4.** Computerized membership records and mailing lists shall be maintained at a current level of information. [BD 2/16]
- Section 5.** Confidentiality of Membership Lists shall be maintained as follows:
- A. Names and addresses on the WSSRA mailing lists shall be restricted to Official Business of the Association
 - B. Unit Officers are to be notified each year of the Rule of Confidentiality of WSSRA membership names
 - C. Use of WSSRA stationery shall be restricted to Official Business of the Association
 - D. Any special, non-WSSRA mailing must be pre-authorized by the Executive Board. All expenses for such a mailing must be paid by the organization for which the mailing is done. Office staff shall not be utilized during regular hours for such non-official mailings.
- Section 6.** The WSSRA Office shall remit to the Local Unit Treasurers ADD (automatic dues deduction) Unit dues monthly.
- Section 7.** A Delegate Handbook containing all reports and other information relevant to the Convention and Delegate Assembly shall be provided to all Delegates. The Official Proceedings of the Delegate Assembly include only the minutes of the plenary sessions of the Delegate Assembly; reports of other activities or programs of the Convention are not part of the Delegate Assembly Proceedings.

ARTICLE XXVIII – VENDORS

- Section 1.** At the annual Convention, vendors desiring to set up commercial exhibits of interest and concern to members of the WSSRA are encouraged, provided:
- A. Exhibitors clear space availability with the Local Arrangements Committee/Executive Director
 - B. Exhibitors shall pay all costs for the exhibit and any handouts [BD 2/16]

APPENDICES

APPENDIX 1. GUIDELINES FOR STATE LEGISLATIVE RALLY

- A. These monies are to be used only if there is an issue or a Bill in DIRE NEED of WSSRA Pressure.
- B. The decision to activate an ALL State Rally would be up to the State Legislative Committee Chair, the Contract Lobbyists, and the President of WSSRA.
- C. The decision to activate a State Rally in Olympia would only be made AFTER all other means of communication with Legislators has FAILED, such as e-mails, letters, and personal contacts. The Contract Lobbyists, in cooperation with the Coalition of retiree groups, would be most sensitive to the NEED. The Contract Lobbyist(s) would then meet with the State Legislative Committee Chair and the WSSRA president or designee, to make the final DECISION. [BD 2/16]
- D. WSSRA's Travel Reimbursement policy would apply.

APPENDIX 2. WILLINGNESS TO BE ELECTED (Attached)

- A. Form (President-elect)
- B. Form (District Representative)
- C. Form (WSSR Foundation Trustee)

APPENDIX 3. WILLINGNESS TO SERVE (Attached)

- A. Form (State Committee)



Washington State School Retirees' Association
WILLINGNESS TO BE NOMINATED TO SERVE
PRESIDENT-ELECT

Coordinating Council District _____

Name of Nominee _____ Unit _____

Address _____

City _____ Zip _____ Phone _____

E-mail _____

I fully understand the duties and responsibilities of the President-elect. If nominated, I agree to serve as President-elect, and state that I am a member of WSSRA in good standing and that my membership dues are current.

Nominee's Signature _____

Résumé of experience in fiscal matters: _____

Teaching experience: _____

Leadership at local level: _____

Mail to: WSSRA — PO Box 5127, Lacey, WA 98509. The deadline for submitting this form is **March 3**.



Washington State School Retirees' Association
WILLINGNESS TO BE NOMINATED TO SERVE
DISTRICT REPRESENTATIVE

Coordinating Council District _____

Name of Nominee _____ Unit _____

Address _____

City _____ Zip _____ Phone _____

E-mail _____

I fully understand the duties and responsibilities of the District Representative. If nominated, I agree to serve as District Representative, and state that I am a member of WSSRA in good standing and that my membership dues are current.

Nominee's Signature _____

Résumé of experience in fiscal matters: _____

Teaching experience: _____

Leadership at local level: _____

Mail to: WSSRA — PO Box 5127, Lacey, WA 98509. The deadline for submitting this form is **March 3.**



Washington State School Retirees' Foundation
WILLINGNESS TO BE NOMINATED TO SERVE
WSSR FOUNDATION TRUSTEE

Coordinating Council District _____

Name of Nominee _____ Unit _____

Address _____

City _____ Zip _____ Phone _____

E-mail _____

I fully understand the duties and responsibilities of the WSSR Foundation Trustee. If nominated, I agree to serve as WSSR Foundation Trustee, and state that I am a member of WSSRA in good standing and that my membership dues are current.

Nominee's Signature _____

Résumé of experience in fiscal matters: _____

Teaching experience: _____

Leadership at local level: _____

Mail to: WSSRA — PO Box 5127, Lacey, WA 98509. The deadline for submitting this form is **March 3.**



Washington State School Retirees' Association

WILLINGNESS TO SERVE ON A STATE COMMITTEE

Coordinating Council District _____

Unit Number _____

Have you ever served on this Committee? _____ Yes _____ No

If so, how many years? _____

Name of Committee _____

Name of Nominee _____

Address _____

City _____ Zip _____ Phone _____

E-mail _____

I agree to serve on the above WSSRA State Committee if appointed by the President. I am a member of WSSRA, and my membership dues are current.

Nominee's Signature _____

Résumé of experience in WSSRA Local Units _____

Special interest or talent (music, art, other) please specify: _____

Mail to: WSSRA — PO Box 5127, Lacey, WA 98509. The deadline for submitting this form is **March 3.**