

**Section II
Procedures and Policies**

**Adopted by the Board of
Retired Employees of Fresno County**

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Procedures and Policies

**Adopted by the Board of
Retired Employees of Fresno County**

1.0 General

1.1 Purpose

In accordance with *Laws of the State of California* and the *Bylaws of Retired Employees of Fresno County (Bylaws)*, the Board of Directors of **Retired Employees of Fresno County**, herein referred to as **REFCO**, is charged with the oversight of all aspects of the affairs of this Association. The purpose of REFCO shall be to provide a voice for retired Fresno County employees through advocacy, social interaction and educational opportunities.

1.2. Parliamentary procedure

Meetings of governing bodies and committees shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

2.0 Meetings of the Board

2.1 Regular meetings

The regular meetings of the Board shall be held in accordance with the *Bylaws*. Currently the Board meets on the second Thursday of every month at 9:00 a.m. except in the month of December.

In situations where in-person meetings are not possible, the board shall meet virtually using Zoom or other computerized meeting application.

2.2 Special meetings

In accordance with the *Bylaws*, the President may call a special meeting of the Board when he or she deems it necessary. The President must call a special meeting of the Board when requested to do so in writing by any three members of the Board.

Notice of a special meeting must be given to all members of the Board in advance. If the notice is by mail, it must be mailed at least five days in advance of the meeting. If the notice is by telephone, facsimile or e-mail, it must be given not less than 48 hours prior to the meeting. Proper notice is considered to have been given if a notice is mailed five days in advance of the meeting; if a message is left on an answering machine or with a responsible person at a telephone number or numbers designated by the member not less than 48 hours prior to the meeting; if a notice is sent by facsimile to the number designated by the member at least 48 hours prior to the meeting or if a notice is sent by e-mail to the address designated by the member at least 48 hours prior to the meeting.

This notice must specify the exact business to be conducted at the special meeting. Only the business specified in the notice shall be transacted at the special meeting. Any action taken which was not specified in the meeting notice shall require ratification at the next regular Board meeting or, if the matter is especially urgent, at a special meeting properly called for that purpose.

2.3 Quorum

In accordance with the *Bylaws*, a quorum of the Board shall be one half plus 1 of the authorized number of Members of the Board of Directors including Ex-officio members.

2.4 Order of Business

The President shall prepare the Order of Business for regular meetings with counsel from the committee chairs. It will be made available to each member of the Board no later than two (2) days prior to the meeting.

2.5 Minutes

The minutes of each Board meeting shall be prepared by the Recording Secretary and made available to each Board member no later than two days prior to the next regular meeting. The minutes shall be entered into the permanent records of the Board. The minutes of the Board and the other official records of the Association are property of the Board.

2.6 Meetings

The Board meetings are open to members of REFCO. Non-members may be invited if approved by the President and relevant to the business of the meeting.

3.0 Board Officers

The officers of the Board are prescribed by the *Bylaws*.

3.1 President

In accordance with the *Bylaws*, the President of the Board is the chief officer of REFCO and shall chair all meetings of the Board and perform all duties therein prescribed. If the President is unable to attend due to illness or absence, or when there may be a conflict of interest, the First Vice President shall lead the meeting if possible and if not, the Second Vice President shall lead the meeting.

The President's primary responsibility shall be to conduct the business of the Board in an efficient manner. The President shall ensure that all matters are discussed freely and openly, enforcing the rules of debate if necessary to maintain order and decorum. The President shall decide all questions relating to order, subject to appeal.

The term of office is one two-year term and he/she may not serve two consecutive terms. However, a candidate remains qualified to serve if he/she chooses to serve only one year.

The President shall:

- Preside at all meetings of the Board of Directors.
- Preside at all meetings of the Association.
- Sign any documents that require the President's signature.
- Develop the agenda for each Board meeting along with the time and date of the meeting and a summary of action items.
- Participate in administration of the Guest Policy for Association activities with the Second Vice President and the Chair of the Events Committee.
- Appoint the nominating committee in accordance with the *Bylaws*.

- With the Board ensure that the *Bylaws* are followed.
- Appoint with Board approval the delegate(s) to California Retired County Employees Association (CRCEA).

3.2 First Vice President

In accordance with the *Bylaws*, the First Vice President of the Board performs the duties of the President in the absence or disability of the President or when there may be a conflict of interest, and performs other duties as may be assigned by the President or the Board of Directors. The term of office is two years and he/she can be re-elected.

The First Vice President shall:

- a. Chair the Bylaws Committee.

3.3 Second Vice President

In accordance with the *Bylaws*, the Second Vice President of the Board acts as the President in cases of the absence of the President and the First Vice President. If the First Vice President position becomes vacant, the Second Vice President automatically fills this position. The term of office is two years and he/she can be re-elected.

The Second Vice President shall:

- Participate in administration of the Guest Policy for Association activities with the President and the chair of the Events Committee.

3.4 Recording Secretary

In accordance with the *Bylaws*, the Recording Secretary of the Board shall maintain a written record of the proceedings of all meetings of the Association and perform the usual duties of Secretary. The term of office is two years and he/she can be re-elected.

The Recording Secretary shall act as secretary for the Board. In such capacity the Secretary shall:

- Provide the minutes from the previous meeting to each member of the Board in accordance with Section 2.5.
- Handle all correspondence and replies as directed by the President or the Board.
- Be responsible for the preservation of minutes and other official records of the Board in accordance with the documents retention policy of the Board.
- Maintain a calendar of member meetings and directories for Board members and elected officers
- Properly record revisions or amendments to the Bylaws of REFCO and/or Procedures and Policies Adopted by the Board of REFCO.
- Maintain a file of pertinent correspondence and papers coming under jurisdiction of the Recording Secretary in accordance with the documents retention policy of the Board..

- Provide the publisher of the REFCO newsletter with articles as required by the Board.
- Substitute for the Membership Secretary as required by the Board.

3.5 Membership Secretary

In accordance with the *Bylaws*, the Membership Secretary of the Board shall be responsible for membership records as required and other duties as assigned. The term of office is two years and he/she can be re-elected.

The Membership Secretary duties shall be to:

- Keep the rolls of membership and attendance; preserve its records carefully in accordance with the documents retention policy of the Board.
- Maintain the database of members. The types of members required to be maintained are:
 - Active Members
 - Associate Members
 - Honorary or other Special Member classes as established by the Board
- Mail membership information as prospective non-members' names and addresses are received
- Send authorizations for payroll deduction to the Retirement Office by 5th of the month to be included in next retirement check.
- Verify monthly payroll deduction listing from retirement office.
- Be responsible for the preservation of correspondence of the REFCO in accordance with the records retention policy of the Board.
- Ensure the membership list is provided for use in print and electronic mailings.
- Maintain a file of pertinent membership correspondence and papers coming under jurisdiction of the Membership Secretary.
- The Membership Secretary also is a member of the Membership Committee.
- Substitute for the Recording Secretary as required by the Board.

3.6 Treasurer

In accordance with the *Bylaws*, the Treasurer shall be responsible for the funds of the Association, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of his/her office at each meeting. The term of office is two years and he/she can be re-elected.

The following minimum standards of financial procedure shall be observed.

- The counting and recording of all income by at least two designated persons, or by a fidelity bonded person.

- The keeping of adequate books and records to reflect all financial transactions, open to inspection by authorized REFCO officers at reasonable times.
- Reporting of the financial activities to the Board vested with financial oversight, at least monthly.
- A full financial review of all books and records relating to finances once each year by a public accountant or public accounting firm or a committee of members versed in accounting procedures. Such auditors should not be related to the Treasurer (or Treasurers). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.

In addition to the above, the Treasurer shall follow the following procedures relating to receipts and disbursements

- Provide for collection of all dues received.
- Count along with the Assistant Treasurer, or assign two people to count all contributions and receipts.
- Document amounts received by category.
- Insure that deposits are taken to the bank in a safe manner and properly deposited.

The Treasurer shall have the following additional responsibilities:

- Review and approve all financial movement of funds between the Association's checking, savings, CD, money market accounts or other accounts, and any other transfers of funds.
- Serve as Chair of the Budget and Finance Committee.
- Make disbursements as authorized by the President, Board or Association in accordance with the budget adopted by the Association.
- Before each monthly Board meeting prepare and provide to each member of the Board a report on the income and expenses of the previous month no later than two days prior to the next regular meeting. The monthly report should reflect the expenses incurred compared to the budgeted expenses.
- The Treasurer or a designated person records each financial transaction relating to the petty cash account.
- Compare income received with bank deposits and verify monthly.
- Present to the Board any recommendations as to possible actions needed to keep and maintain REFCO in a strong financial position with adequate cash flow to meet current obligations.
- Sign all documents that require a signature of the Treasurer.

- At the annual meeting of REFCO, present the annual financial report as may be required.
- File all forms required by the Internal Revenue Service and California State agencies
- Have the accounts examined annually or upon change of Treasurer by a professional auditor who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- Act as Custodian for the inventory of REFCO equipment within the policy (see Section 19)

3.7 Assistant Treasurer

In accordance with the *Bylaws*, the Assistant Treasurer assists the Treasurer in the performance of his/her duties. The term of office is two years and he/she can be re-elected. The list of duties is as follows:

- Pick up, open, and distribute the mail to appropriate Board members.
- Verify receipt of checks received by mail and those funds received at events.
- Handle all reservations for all REFCO functions.
- Designate a back up in the event she/he is unable to handle the duties.
- Assume the office and duties of the Treasurer in the event the Treasurer is unable to perform them or in the absence of the Treasurer.

3.8 Immediate Past President

In accordance with the *Bylaws*, the Immediate Past President is a voting member of the Board during their term of office. The Immediate Past President normally serves as the parliamentarian.

3.9 Ex-Officio Officers

- ***Retirement Board Member Representing Retirees***

This position is elected by the retired members of the retirement system in accordance with the 1937 Act.

- ***Alternate Retirement Board Representative***

This position is elected by the retired members of the retirement system in accordance with the 1937 Act.

- ***Representative to CRCEA***

If not otherwise a member of the Board or holding another Ex-Officio office. The REFCO is a member of the **California Retired County Employees Association**.

4.0 Standing Committees (General Rules)

4.1 Standing committees

The standing committees of REFCO are as follows:

The committees required by the Bylaws are shown with an asterisk.

- Finance and Budget *
- Bylaws *
- Newsletter *
- Health Insurance *
- Employee Benefits *
- Membership and Awards *
- Sunshine
- Events
- Advocacy *
- Nominating *

- New Member Orientation
- Community Outreach

4.2 Committee assignment for Board members

All members serving on the Board shall be appointed to serve on at least one committee as listed in section **4.1**.

If more than one member is assigned to a committee, when possible, the members shall be from different classes, unless otherwise prescribed by the *Bylaws*.

The President of the Board shall annually determine the board member committee assignments (including Chairs) in consultation with Board members and with the approval from Board. As the needs of the Association change, the President may reassign members as necessary.

4.3 Committee membership

The Chairman of each committee is to annually select from Association members committee and subcommittee members, except for the Board members appointed by the President, and is to present these names to the Board for approval. Just as there are rules regulating the length of time served by elected officers of the REFCO so should committees have guidelines for length of service of committee members.

4.4 Regular meetings

All standing committees shall meet regularly at the call of the Chair or by direction of the

Board. Committees are free to determine the meeting schedules of their subcommittees.

4.5 Minutes

All standing committees shall keep accurate minutes of every meeting, which shall be submitted to the President within one week following a committee meeting. The format outline is found in the “forms” tab of the Policy Manual. The President shall send one copy to the Recording Secretary for file.

4.6 Business requiring Board approval

Any committee business requiring the approval of Board shall be recorded near the beginning of their minutes in the form of a motion and designated as an action item for Board. [*See the format in the Forms Section*].

5.0 Standing Committee Descriptions

5.1 Finance and Budget

- Duties and Responsibilities
 - Prepare the proposed annual budget for Board approval.
 - Provide support to the Treasurer.
 - Oversee with the Treasurer the annual audit and recommend an auditor for Board approval.
- Committee of Finance and Budget shall consist of:
 - The Chairman, who shall be the elected Treasurer in accordance with the *Bylaws*.
 - Additional members selected by the Chair and approved by Board.

5.2 Bylaws

- Duties and Responsibilities
 - To review the Bylaws in accordance with instructions from the Board of Directors.
 - To ensure that all Bylaws changes are consistent with the Association’s tax status and its status as a California non-profit corporation.
- Committee on the Bylaws shall consist of:
 - The Chairman, who shall be the First Vice President.
 - Additional members selected by the Chair and approved by Board.

5.3 Newsletter

- Duties and Responsibilities

- Receive and prepare articles for newsletter.
- Proofread draft copy from printer for final approval and mailing.
- Coordinate delivery of newsletter by e-mail.
- Coordinate posting the Newsletter on the website with the webmaster.
- Oversee the consultant who handles layout, printing and mailing.
- Insure that the membership list is provided for use in print and electronic mailings.
- Determine non-members who may receive the newsletter and maintains this address list.
- Committee on the Newsletter shall consist of:
 - The Chairman.
 - Additional members selected by the Chair and approved by Board.

5.4 Employee Benefits

- Duties and Responsibilities
 - Represent retirees to the FCERA Board.
 - Track and address FCERA Board items relating to the Settlement Agreement, Supplemental COLA, Supplemental Health Benefits and Undistributed Earnings.
 - Review and comment on the Annual Actuarial Report's impact on the benefit items listed in (a.) above.
- Committee on Employee Benefits shall consist of:
 - The Chairman, who shall be appointed by the President with approval of the Board.
 - Additional members selected by the Chair and approved by Board.

5.5 Health Insurance Committee

The committee members should have an interest in the subject and the chairman should be knowledgeable about health insurance issues in the public sector and retired workers arena.

- Duties and Responsibilities
 - Provide for representation to the Fresno County Health Benefits Advisory Council or its successor.

- Make recommendations to Health Benefits Advisory Council regarding health insurance coverage for retirees.
- Review the request for bids issued by the County each year for all health-related insurance.
- Review and analyze the responses to the bid responses.
- Provide timely report to and consult with REFCO Board as needed.
- Committee on Health Insurance shall consist of:
 - The Chairman, who shall be appointed by the President and approved by the Board with the background noted at the beginning of this section.
 - Additional members selected by the Chair and approved by Board.

5.6 Membership and Awards

1. Duties and Responsibilities

- Oversee the management of the membership list(s).
- Oversee the development and maintenance of membership recruitment.
- Oversee a program of member retention.
 - Oversee scholarship awards. One appointee will be responsible to be the liaison to California State University Fresno and State Center Community College District for this program and monitor the REFCO policy related to this program. (see Section 16)
 - Oversee relationship and programs of Pacific Group Agencies affiliated with CRCEA.
- Recommend awards or awards program to the Board including the outgoing President's award.
- With the Membership Secretary work with the FCERA office.
- Committee Membership shall consist of:
 - The Chairman, who shall be appointed by the President and approved by the Board.
 - Additional members selected by the Chair and approved by Board and one of them shall be the Membership Secretary.

5.7 Sunshine

- Duties and Responsibilities
 - Assist in staying connected with members especially at times of illness and bereavement.

- The Sunshine Committee shall consist of:
 - The Chairman, who shall be appointed by the President and approved by the Board.
 - Additional members selected by the Chair and approved by Board.

5.8 Events Committee

- Duties and Responsibilities
 - Coordinate with appropriate Board members as needed for events and programs.
 - Assist in the administration of the guest policy. (see Section 17)
- Committee Membership shall consist of:
 - The Chairperson, who shall be appointed by the President and approved by the Board.
 - Additional members selected by the Chair and approved by the Board.

5.9 Advocacy

This committee was created by the Board on February 8, 2006 and is a standing committee in the *Bylaws*. It is understood that advocacy involves identifying, embracing and promoting our causes.

The Committee shall consist of a minimum of five members. A Chairperson and a recorder are part of the minimum of 5 members in the committee.

- Duties and Responsibilities
 - Protect and advance the interest of County retirees at any/all functions that are sanctioned by the Officers of the Association Board.
 - Present testimony on behalf of retirees at meetings of elected Officials, retirement Boards, State and County Boards in accordance with the Communications Policy (see Section 18).
- Committee Membership shall consist of:
 - The Chairman, who shall be a voting member of the Board of Directors.
 - Additional members selected by the Chair and approved by Board.

5.10 Nominating

The role of the Nominating Committee is to nominate people to serve as officers and members of the Board.

- The Nominating Committee shall consist of five members in accordance with the

Bylaws (Article VI Section 2). The committee is appointed by the President and confirmed by the Board of Directors.

- The Nominating Committee is accountable solely to the Board of Directors.
- If a vacancy occurs in the Board, Board shall notify the Nominating Committee of the vacancy and request that a person be nominated to fill the vacancy.

5.11 New Board Member Orientations

The role of the Orientation Committee is to enlighten new Board of Directors to the history and inter-actions of the Board members, Officers, and Committee Chairs.

1. The Orientation Committee shall consist of three members and shall be appointed by the President and confirmed by the Board of Directors.
2. A time and place for a joint meeting with any new Officer or Board member shall be set as soon as practical after installation of the new member.

5.12 Community Outreach

The purpose of Community Outreach is to provide members with opportunities to give back to the community and help make a difference in the lives of those less fortunate.

- Duties and Responsibilities:
 - Conduct charitable food drives for local non-profit organizations at REFCO luncheons, requesting donations of non-perishable food, as well as donations of money.
 - Determine which non-profit agency is to receive the food drive donations.
 - Contact agencies several weeks in advance to coordinate food drives, extend luncheon invitations and ensure timely pick-up of donations.
 - When feasible, invite a representative from the non-profit agency receiving the donations to be a luncheon guest and/or a luncheon speaker.
 - Notify REFCO members of each food drive or other community outreach activity in advance through the Grapevine Newsletter.
 - Conduct toy drives through the Toys for Tots Program at the annual Christmas Luncheon.
 - Collect statistics on the outcomes of each activity, such as number of food donations, monies donated, toys donated and the number of members participating in each activity.
 - Provide information on local non-profit agencies and the volunteer opportunities each agency offers through articles in the Grapevine Newsletter.

- Provide other Community Outreach activities as approved by the Board of Directors.
- Committee Membership shall consist of:
 - The Chairman, who shall be appointed by the President and approved by the Board.
 - b. Additional members selected by the Chair and approved by the Board.

5.13 Special Committees

Board shall from time to time appoint special committees as it sees fit. At the time the Board establishes such committees, it shall specify the committee's purpose and makeup. When the special committee has fulfilled its purpose, it shall be discharged.

6.0 Budget

6.1 Budget process

- The budget for each year shall be adopted no later than the November Board meeting and based on the recommendation of the Finance and Budget Committee.

6.2 Authorization for budget expenditures

- By enacting a budget, the Board implicitly grants authorization for the various committees to spend the funds designated to them in the budget.
- Each committee is free to increase or reduce individual line items within its budget without Board approval, provided the total spending for the committee does not exceed the committee's total budget. If action is taken to change an individual line item, the committee Chairman shall notify the Treasurer as soon as possible so that the adjustment to the budget will be reflected in the next financial report. Any increase in a committee's total budget requires authorization of the Board.
- The Board shall establish appropriate procedures to authorize the payment of bills incurred by committees or the reimbursement of funds expended by an individual on behalf of a committee.

6.3 Designated funds

- Such funds may be created from time to time to support the mission and goals of REFCO.

6.4. Special Funds

- Such funds may be created from time to time to support the mission and goals of REFCO.

7.0 Political Activity

7.1. Statement of Purpose

In order to ensure appropriate respect is accorded to our members' varying beliefs, it is the policy of the Board to maintain a non-partisan, non-sectarian, and non-profit stance.

For the same reason, endorsements of persons, businesses, or issues, tacit or explicit, are also generally not permitted.

7.2 Exceptions to this policy

Exceptions to this policy may be allowed if the matter is brought before the Board for their consideration and appropriate action. Any exception brought before the Board for approval can be adopted only by a two thirds majority vote of those Board members present at the meeting.

8.0 Adoption, Suspension and Amendment

8.1 Adoption

The adoption of this document, *Procedures and Policies Adopted by the Board of REFCO*, shall require a two-thirds vote of the Board. Upon adoption, the provisions herein shall become effective thirty (30) days following their adoption.

8.2 Suspension

This *Procedures and Policies Adopted by the Board of REFCO* or any article therein may be suspended by a two-thirds vote at any meeting of Board. Such suspension shall apply only to the meeting in which the suspension was authorized.

8.3 Amendment

This *Procedures and Policies Adopted by the REFCO* may be amended by a two-thirds vote of those present at any meeting of Board. Amendments take effect upon their adoption, unless otherwise stated; and the Recording Secretary shall cause to be kept an up-to-date set of the *Procedures and Policies Adopted by the Board of REFCO* reflecting all amendments.

9.0 Times of Disagreement

9.1. Listen before we answer

Treat each other respectfully so as to build trust.

- We will keep our conversations and communications open for candid and forthright exchange.
- We will not ask questions or make statements in a way that will intimidate or judge others.
- Learn about various positions on the topic of disagreement.

- State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.

9.2 Speak the truth with care for the other person

- Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of respect and care for one another.
- Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity.
- We will not engage in name-calling or labeling of others prior to, during, or following the discussion.
- Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.

9.3 Maintain unity for our mutual benefit

- Indicate where we agree with those of other viewpoints as well as where we disagree.
- Seek to stay in community with each other even though the discussion may be vigorous and full of tension.
- We will be ready to forgive and be forgiven.

9.4 Additional guidelines when we meet in decision-making bodies:

- Urge persons of various points of view to speak and promise to listen to these positions seriously.
- Seek conclusions informed by our points of agreement.
- Be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience.
- Abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways that are consistent with these guidelines.

10.0 Definitions of terms used in this document

Bylaws. The Bylaws of the Retired Employees of Fresno County.

Standing Committee. A committee established by the Bylaws, the Board and chartered in this document with specific responsibilities.

Special Committee. A committee established by an act of the Board and chartered with a specific charge. A special committee ceases to exist when it has completed its task. (Special committees are known by various names, such as task force, commission, ad hoc

committee, select committee, and so on.)

Board. The Board of Directors of the REFCO.

Ex Officio. By virtue of an office held, rather than as a result of election or appointment. The term "ex officio" does *not* imply non-voting.

Annual Meeting of the Corporation. The annual meeting of the REFCO is a required meeting and is the time and place to present the reports and recommendations of the committees of the Board and various groups within the Association.

Special Meeting of the Corporation. Special meetings may be called for any matter that is appropriate for the membership to consider. The only business that can be considered is that which has been included in the call of the meeting. Special meetings may be called by the Board whenever it determines such a meeting is necessary.

Summary of Action Items. Each agenda will include a brief listing of the action requested by an officer, Board member, or committee. This action list will include in the summary what is requested, the amount of any funds (if any), and what position/part of the organization is to carry out the action requested.

Board Classes. According to the Bylaws the Board is divided into two groups or classes each with their own two-year terms. Each shall be known as a class; e.g., the class of 2008-09.

11. Principal Office

The principal office of the REFCO Corporation shall be the same as that of the currently serving elected President. The Board shall maintain a post office box for the delivery of mail to the REFCO.

12. Newsletter

12.1 Name

The name of the newsletter shall be *The Grapevine*.

12.2 Frequency

The Newsletter shall be published quarterly in March, June, September and December which will be one month prior to the luncheon meetings except for the Christmas luncheon.

12.3 Delivery

The members shall have the option of receiving the newsletter via US Mail or electronic mail or both.

12.4 Editor

The position of Editor is appointed by the President.

12.5 Content

Editorial content is determined by the Board of Directors.

13. Board of Directors Email Vote Procedures

- 13.1** All Email vote requests will be conducted by the Recording Secretary.

- 13.2** Any Board member may request an Email vote by contacting the Recording Secretary. All members of the Board will receive any email request. If any member does not have email, then the Recording Secretary shall ensure that those member(s) are included via telephone.

- 13.3** Email votes may be used for items that can't wait for a vote until the next monthly seated Board meeting due to time restraints.

- 13.4** If the question in the email vote request requires a monetary expenditure, the total amount of that expenditure must be clearly stated in the question.

- 13.5** The Recording Secretary will notify all Board members, stating the issue and a date certain for response. The date certain must be at least three days from the date of the email request.

- 13.6** Valid votes are 'Yes', 'No' and 'Abstain'

- 13.7** A quorum (50% +1) of seated Board members must respond with a vote by the date certain.

- 13.8** At the close of the vote, the Recording Secretary shall tabulate the votes. If a quorum of the Board member has not responded, then the vote is nullified and may be brought up again at a regular, seated meeting of the Board

- 13.9** If a quorum of the members has responded, the issue is approved or failed

based on a simple majority of the vote.

13.10 The Recording Secretary will inform all members of the results and record the question and the vote in the minutes of the next regular meeting of the Board - after which the emails shall be deleted.

14. Association Records

Records Retention REFCO	Destruction After (Years)	Method of destruction	Remarks or office responsible	Media Type(s)
Correspondence	5	shred and recycle	By Recording Secretary By Membership Secretary	Paper/Electronic
Member Lists	Current	delete		Electronic
Banking records (checks and statements)	6	shred and recycle	By Treasurer	Paper/Electronic
Board Financial Reports	6	shred and recycle	By Treasurer Archive with Recording Secretary	Paper/Electronic
Annual Reports	Do not destroy	None	Archive with Treasurer Archive with Recording Secretary	all
Tax filings	Do not destroy	None		All
Legal Documents	Do not destroy	None		All
Records of donations and gifts	5	shred and recycle	By Recording Secretary	Paper/Electronic
Board Agendas	1	shred and recycle	By Recording Secretary Archive with Recording Secretary	All
Board Minutes	Do not destroy	None	Archive with Recording Secretary	All
Photographs	Do not destroy	None	Archive with Recording Secretary	all

Newspaper articles of FCREA/REFCO activities Fliers, Calendars, Program & Announcement Documents	Do not destroy 3	None shred and recycle	Archive with Recording Secretary By Recording Secretary Archive with Recording Secretary	all all
Newsletters	Do not destroy	None	Archive with Recording Secretary	all
REFCO Website	after update	delete	By Webmaster	digital

Revised and adopted to add Electronic Media Type on January 2023

15. Travel and Other Expense Reimbursement

15.1 Purpose

The Retired Employees of Fresno County (REFCO) Board recognizes that Board members, officers, and other volunteers (Members) may be required to travel or incur other expenses from time to time to conduct REFCO business and to further the mission of our organization. The purpose of this Policy is to ensure that: (A) adequate cost controls are in place; (B) travel and other expenditures are appropriate; and (C) REFCO maintains a uniform and consistent approach for the timely reimbursement of authorized expenses incurred. It is REFCO’s policy to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, REFCO expects Members to:

- Exercise discretion and good judgment with respect to those expenses.
- Be cost conscious and spend REFCO money as carefully and judiciously as the Member would spend his or her own funds.
- Report expenses, supported by documentation when required, as they were actually spent.

15.2 Expense Report

Expenses will not be reimbursed unless the Member requesting reimbursement submits a written Expense Report. The Expense Report must include:

- The Member’s name, address and telephone number(s).
- If reimbursement for travel is requested, the date, origin, destination, and purpose of the trip, including a description of each REFCO-related activity during the trip.

- The name and affiliation of all people for whom expenses are claimed in order to conduct REFCO business.
- An itemized list of all expenses for which reimbursement is requested.

15.3 Receipts

Receipts are required for all expenditures billed directly to REFCO, such as airfare, hotel charges and conference registration fees. No such expense will be reimbursed unless the Member requesting reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

15.4 General Travel Requirements

- **Necessity of Travel**

In determining the reasonableness and necessity of travel expenses, Members shall consider the ways in which REFCO will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Those considerations shall include whether there are less expensive alternatives such as participation by telephone or video conferencing.

- **Personal and Spousal Travel Expenses**

With advance approval from the REFCO Executive Board, President or her/his designee, Members traveling on behalf of REFCO may incorporate personal travel or business with their REFCO-related trips. However, Members shall not arrange travel at a time that is less advantageous to REFCO or involving greater expenses to REFCO in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the Members and will not be reimbursed by REFCO. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by REFCO.

- **Air Travel**

General. Air travel shall not be used except in the most extraordinary circumstances and then only with the advance approval of the REFCO Executive Board, President or her/his designee. Air Travel reservations must be made as far in advance as possible in order to take advantage of reduced fares.

Frequent Flyer Miles and Compensation for Denied Boarding. Members traveling on behalf of REFCO may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Members may not

deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

- **Lodging**

Members traveling on behalf of REFCO will be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the Member's itinerary shall be considered in determining reasonableness. Members shall take advantage of any available discount rates (e.g., AARP, CSAA) for hotels.

- **Out-Of-Town Meals**

Members traveling on behalf of REFCO are reimbursed on a per diem-per meal basis (no receipts required) at the following rates, which include tax and gratuity. They will not be reimbursed for meals paid for/provided by others.

Breakfast: \$20.00

Lunch: \$30.00

Dinner: \$45.00

All meals for a day: \$95.00

Exceptions to the above limits may be made where available meal options require higher expenditures. Exceptions will require a receipt, and must be approved by the REFCO Executive Board, President or her/his designee.

- **Ground Transportation**

Members are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- *Courtesy Cars.*
- *Shuttle or Public Transportation.*
- *Taxis*
- *Rental Cars.*

- **Personal Vehicles**

Members are compensated for use of their personal vehicles when used for out-of-town REFCO business. When Members use their personal vehicles for such travel, mileage will be allowed at the currently approved IRS rate

per mile.

In the case of Members using their personal vehicles to take a trip that would normally be made by air, mileage will be allowed at the currently approved IRS rate but only when the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

- **Parking/Tolls**

Parking and toll expenses, including charges for airport parking and hotel parking incurred by Members traveling on REFCO business, will be reimbursed. The costs of parking tickets, fines, car washes, etc., are the responsibility of the Member and will not be reimbursed.

- **Entertainment and Business Meetings**

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the REFCO Executive Board, President or her/his designee and qualify as tax-deductible expenses. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment.
- Nature of expense.
- Name, titles, and affiliation of those entertained.
- A complete description of the business purpose for the activity including the specific business matter discussed.
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

- **Other Expenses**

Reasonable REFCO business-related Internet, telephone and fax charges are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

- **Non-reimbursable Expenditures**

REFCO maintains a strict policy that expenses in any category that could be perceived as lavish or excessive are inappropriate and will not be reimbursed.

Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by REFCO and the Member elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by REFCO. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, liquor, or bar costs.
- Membership dues in any recreational organization.
- Participation in or attendance at sporting events, without the advance approval of the REFCO President or her/his designee.
- Purchase of sporting equipment.
- Spa or exercise charges.
- Clothing purchases.
- Business conferences and entertainment, which are not approved by the REFCO Executive Board, President or her/his designee.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies a member on a trip, it is the responsibility of the Member to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

Revised and adopted by Board to eliminate Valet services and update meal reimbursement rates January 2023

16. Scholarship at California State University, State Center Community College District

16.1 Establishment – California State University Fresno

On October 1, 1997, the organization established a scholarship fund within the CSUF Foundation to assist CSUF students.

16.2 Name Change

In November 2009, the scholarship was named in honor of Anna B. Lund, a long-time board member who made substantial contributions to the work and success of the Association. Officially listed with California State University Fresno, the current name is the “Retired Employees of Fresno County Anna B. Lund Memorial Scholarship.”

16.3 Establishment - State Center Community College District

On January 14, 2016 the organization established a scholarship program for SCCC students.

16.4 Advertising Availability

The scholarships will be promoted in the Grapevine, in other venues and at meetings of the membership at least annually in time for applications to be made.

16.5 Selection

- Selection of California State University Fresno scholarship recipient(s) is delegated to representatives of the CSUF Foundation. The Foundation notifies the recipient(s) and the REFCO Board.
- Selection of SCCC scholarship recipients is delegated to the SCCC scholarship selection committee, which shall notify the recipient(s) and the REFCO board.
- **Eligibility Requirements:**
 - Students must be children, grandchildren or great-grandchildren of the Regular members of REFCO.
 - Eligible students must hold a 2.0 GPA unless applying for their first semester at the institution.
 - Eligible students must be enrolled full time as defined by the institution.
- **Revised and adopted by the Board on January 2023**

16.7 Endowment Goal and Scholarship Amounts

- a. For California State University Fresno, one or more \$2,000 scholarships shall be awarded each year; the total number of scholarships shall be dependent on Board approval on an annual basis.
- b. The endowment fund’s annual earned income shall be utilized to fund the awarded scholarship or scholarships; should this income not be sufficient to fully fund the scholarship or scholarships, REFCO shall make a Board approved annual contribution in an amount sufficient to fully fund the

awarded scholarship or scholarships.

- c. Individuals may also contribute to the endowment fund. Donations to the fund should be sent to the Office of University Development, California State University Fresno, 5244 N. Jackson Avenue, M/S KC45, Fresno, CA 93740-8023, Endowment Fund #31007, 40353.
- d. For SCCC, one or more \$1,000 scholarships shall be awarded each year; the total number of scholarships shall depend on Board approval on an annual basis. SCCC scholarships are funded solely by REFCO.

16.8 Other Procedures

- a. California State University Fresno regularly delivers to REFCO a financial report on the status of the endowment and the interest earned. These reports are to be deposited with the treasurer.
- b. Recipient(s) are encouraged by California State University Fresno and SCCC to send a thank you note to REFCO.
- c. REFCO will announce the recipients in an appropriate issue of the newsletter.

Revised and adopted by Board January 2023

17. Guest Policy

17.1 Purpose

This policy provides guidance to the designated officers as to the guests who will not be charged for meals at quarterly luncheon meetings or other functions of the Association.

17.2 Responsibility for authorizing guest meals

It shall be the responsibility of the President or the Program Chair to determine who is a guest for the purposes of this policy.

18. Communications

18.1 Role and Definition

It is the policy of the Association to have effective and timely communication among the board, committees and membership to insure organizational effectiveness. Communication is defined in all its forms currently available.

18.2 Board Responsibility

Each member of the Board will do his/her best to keep other members apprised of any

and all issues for which they have responsibility. It is expected that members will not short circuit the committee process in a manner that will devalue the role of a committee.

18.3 Board Communication

The board will insure that all committee members are aware of the action of the board on any item set to it for action.

18.4 Committee Communication

Committees will comply with the appropriate section of the Policy Cluster when communicating with the board. Committee members are always welcome at board meetings.

18.5 Member Communication

Members are encouraged to communicate with officers and board members on any issue of interest to the Association. To this end, the current officers and board members shall be listed in the *Grapevine* along with their contact information.

18.6 External Communication

External communication is that communication which may be undertaken by an officer or member of the Board speaking to any person or organization external to the REFCO Board which may be construed as presenting an official REFCO position. Any such external communication must be authorized by the Board and the speaker must be clearly identified as the official representative presenting for the REFCO Board.

- Authorization is approved by this policy for the President to be the spokesperson for REFCO unless otherwise delegated by the *Bylaws* or by Board Action.
- Authorization is approved by this policy to delegates to external organizations and Committee Chairs upon their appointment to those positions for representation in their areas of assignment. Such representation shall be consistent with actions of the REFCO Board.

19. Equipment Inventory

Definition: All equipment or equipment packages purchased by the Association shall be entered into the equipment inventory. Equipment is defined as any item with a useful life of greater than one year (e.g. filing cabinet, desk). An equipment package is equipment which includes a additional elements such as software required for its normal operation (e.g. computer printer, computer, projector).

Board Responsibility Items may be added to or deleted from the equipment inventory only by Board action as recorded in the minutes. The Treasurer shall be the keeper of the

inventory. The Board will assign the custodian for each item of equipment or equipment package.

Inventory Schedule: The schedule shall include the type of equipment, description, and appropriate identification of the manufacturer, date added to the inventory and custodian.

Custodian Responsibility: The custodian shall maintain the equipment in good order so that it functions for its intended purpose, and report to the President any problems requiring maintenance, repair or replacement.

20. Position Descriptions

20.1 Description

This section is used for the job descriptions of all volunteer positions created by the board to conduct the business of REFCO.

20.2 Position: Media Manager (Created by Board Action October 14, 2010)

The Media Manager is responsible for developing, managing and maintaining the email tree and social media sites of REFCO.

Responsibilities:

- Maintain REFCO's email tree and post emails as needed (i.e. *Grapevine*, Retirement Board agenda items of concern)
- Develop online media recommendations
- Be Proficient with Microsoft Office products and Google Suites
- Interact with users of REFCO social media sites (e.g. Facebook)
- Build and maintain content on media sites
- Recommend/Evaluate hardware and software needs

20.3 Position: Webmaster

The Webmaster position is responsible for developing, updating and troubleshooting the internet website of REFCO.

Responsibilities:

- Maintain REFCO's website
- Post updated information as needed
- Create new web pages in accordance with online media recommendations
- Be proficient in a graphic art program

- Be proficient in appropriate web publishing software
- Be proficient in Microsoft Office Products and Google Suites
- Interact with users of REFCO website via Board recommendations and e-mail notifications
- Recommend ways to enhance website

21. Backup and Transfer of Files & Documents

21.1 Description

This section establishes policy and procedures to ensure that materials belonging to the organization will be preserved and properly transferred when a member is no longer able to perform his/her duties.

21.2 Policy: Each officer, board member, and committee chairman shall provide a list of electronic and paper documents in their possession, along with a description of where these materials are kept, and the name of a relative or other person who can be contacted by REFCO to obtain these materials.

- a. The list shall be delivered to the recording secretary, who will provide a copy to the media manager and retain the original until it is updated.
- b. An updated version of this list shall be provided at least annually, or more frequently if there are significant changes in the material held, the location, or the contact person.

21.3 Backup of electronic documents: At least once annually, or more frequently as directed by the board, each person holding electronic documents shall transfer all such files to a portable storage device.

- a. The storage devices shall be delivered to the media manager, who will see that they are properly labeled regarding contents and date.
- b. When a new backup is received from an individual, the previous one will be recycled for future use.

Policy Guide reviewed in its entirety in 2022-23 and final version approved January 2023; corrected in August 2024