

RETIRED PUBLIC EMPLOYEES OF NEVADA
BYLAWS
AMENDED 9/2016

CONTENTS

ARTICLE I – NAME

ARTICLE II – PURPOSE

ARTICLE III – MEMBERSHIP

ARTICLE IV – OFFICERS

ARTICLE V – DUTIES

ARTICLE VI – BOARD OF DIRECTORS

ARTICLE VII – EXECUTIVE COMMITTEE

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

ARTICLE IX – FISCAL YEAR

ARTICLE X – CHAPTERS

ARTICLE XI – PARLIAMENTARY AUTHORITY

ARTICLE XII – AMENDMENTS

POLICIES AND PROCEDURES

POLICIES AND PROCEDURES ATTACHMENTS

APPENDIX

INDEX

RETIRED PUBLIC EMPLOYEES OF NEVADA
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ARTICLE I - NAME

The name of this association shall be the RETIRED PUBLIC EMPLOYEES OF NEVADA, INC., also known as RPEN.

ARTICLE II – PURPOSE AND MISSION

Section 1. Purpose

The purposes for which this corporation is formed are to address the problems of retired persons including both members and nonmembers, and to prepare and present information on such problems to the general public and concerned groups and agencies. Inasmuch as RPEN was granted tax exemption under 501 (c) (4) of the Internal Revenue Code, it shall carry out its purposes through promotion of social welfare by educational means designed to achieve its purposes.

Section 2. Mission

As a non-union, tax exempt membership association RPEN advocates, educates, supports, and protects active and retired Nevada public employees regarding PERS, PEBP, health insurance programs and other member benefits.

ARTICLE III - MEMBERSHIP

Section 1. Membership

The following persons are eligible for membership in RPEN:

- (a) Any person who receives a retirement, disability, or survivor allowance from the Nevada Public Employees' Retirement System (PERS);
- (b) Any employee of a public agency covered by the Nevada Public Employees' Retirement System who is vested or age fifty or older;
- (c) The spouse of a person described in category (a), (b) and (e);
- (d) The surviving spouse of a deceased RPEN member, even though such surviving spouse receives no survivor allowance from the Nevada Public Employees' Retirement System;
- (e) Any Nevada retired public employee who is a member of the State of Nevada's group health insurance;
- (f) Associate membership may be awarded to those persons who are not otherwise eligible for RPEN membership, but desire to affiliate with an RPEN Chapter because of their interest in our objectives and programs, or to persons who have been supportive of our programs, and helpful to us in achieving our goals. Such associate members shall have no voice or vote and would not be eligible to hold any chapter or state office in RPEN. Award of such memberships to be made by the local Chapters or the State Board of Directors, as each sees fit.
- (g) A former PERS participant with vested rights who is ineligible to draw a retirement check from PERS until a future date.
- (h) Emeritus memberships may be awarded to RPEN members.

Section 2. Chapter Affiliation.

Each member may elect to belong to any active Chapter of RPEN.

- (a) If a member does not select a chapter and he resides in the state of Nevada, the Director of Finance and Operations will assign his membership to the chapter nearest his residence.
- (b) If a member does not select a chapter and he resides outside Nevada, the Director of Finance and Operations shall assign him to the chapter nearest the community where the person worked at the time of retirement.
- (c) A member may transfer his membership from one chapter to another at any time by notifying the Director of Finance and Operations in writing of the desire to change.

Section 3. Dues

- (a) Annual dues shall be sixty (\$60.00) dollars (\$5.00 per month) per member effective January 1, 2013. All new members shall be encouraged to pay by monthly PERS deduction, provided they receive a retirement allowance from PERS. However, the yearly amount may be paid by check or through RPEN's Automated Clearing House (ACH) when the member chooses not to or cannot pay by monthly deduction.
- (b) Members who pay by check shall renew their membership on the anniversary of their enrollment and shall have 60 days grace before loss of membership.

Section 4. Chapter Funding

- (a) By June thirtieth of each year, office staff shall meet with each chapter president and others as designated by the chapter president and jointly develop a budget for the following year, October first to September thirtieth.
- (b) That once developed, the proposed budget shall be reviewed by the State Finance Committee, then the State Executive Committee at its July meeting and approved by the Board of Directors at its September meeting.
- (c) Following the approval of a chapter budget, if the budget proves to be inadequate to fund chapter operations due to unforeseen circumstances, a chapter may submit through its president a request for a budget augmentation to the State Finance Committee. The Finance Committee shall recommend approval or denial of the request to the State Executive Committee within 5 working days. The Executive Committee shall make a decision within 10 working days. The Executive Director shall notify the Chapter President of the decision within 7 working days.

ARTICLE IV - OFFICERS

Section 1. Officers

The Officers of RPEN shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Elected Officers

- (a) The Vice President, Secretary, and Treasurer shall be elected for a term of two years, or until their successors are elected and their term of office shall begin at the close of the annual meeting at which they were elected. The elections for these offices shall be held at the annual Board of Directors' meeting in the odd-numbered years.
- (b) The Secretary may be elected from the same geographical area and Chapter as the incoming President.
- (c) The Vice President shall succeed the President at the close of the meeting of the Board of Directors in the next odd numbered year. The outgoing President shall succeed the immediate Past President at the close of the same meeting.

Section 3. No officer may hold more than one elective state office concurrently.

Section 4. Any member, except an associate member, in good standing in RPEN is

eligible to hold any elective office in the association; however, a nominee for the office of President and Vice President must have been an RPEN member for at least six months. Nominees for elective office must have given their consent to serve if elected.

Section 5. Nominations

A Nominating Committee of five Board members and two alternates shall be elected for a term of one year at the annual Board of Directors' meeting in the even numbered years. Each member and alternate shall be from a different chapter. The Chairman of the Nominating Committee shall be elected by the Committee at a meeting to be held immediately following the election of the Nominating Committee. The Nominating Committee shall nominate at least one candidate for each office to be filled at the annual Board of Directors' meeting.

Section 6. Elections

The election of officers shall be held during the annual Board of Directors' meeting in the odd-numbered years and shall be by ballot. However, in the event there is but one nominee for any office, election may be by voice vote.

Section 7. Installation

The installation of officers will be held at the annual Board of Directors' meeting. The outgoing President shall be responsible for installation arrangements.

Section 8. Vacancies in Elective Offices

- (a) In the event of a vacancy in the office of President, it shall be filled by the Vice President.
- (b) All other state office vacancies on the Executive Committee – Vice President, Secretary and Treasurer--shall be filled by the Executive Committee.
- (c) Any other vacancy on the Executive Committee besides the President, Vice President, Secretary, Treasurer is to be appointed by the chapter of the person who vacated the position on the Executive Committee.

ARTICLE V - DUTIES

Section 1. The President shall:

- (a) preside at all meetings of the annual Board of Directors' and the Executive Committee;
- (b) appoint, immediately after the annual Board of Directors' meeting, with the approval of the Executive Committee, the following: parliamentarian, all standing and special committees of RPEN except the nominating committee. The chapter presidents shall be notified within 120 days (after the annual meeting) of these assignments;
- (c) serve as an ex-officio member of all committees except the Nominating Committee;
- (d) within the limits of available financing, visit each chapter within the state once during his/her term of office;
- (e) submit a written report of his/her activities and recommendations as President to accompany the call to the annual Board of Directors' meeting;
- (f) annually prepare a performance evaluation of the Executive Director. The State President will solicit information from each Chapter President for use in preparing this evaluation;
- (g) perform other such duties as assigned by the Board of Directors and the Executive Committee, as well as those prescribed by these Bylaws and the parliamentary authority;

- (h) be the principal spokesperson for RPEN. This responsibility may be delegated;
- (i) recommend to the Executive Committee names of those to serve on RPEN's legislative lobbying team;
- (j) appoint a special Committee on Discipline comprised of three members of the Executive Committee when a member, chapter or RPEN official alleges misconduct by an RPEN member. The committee shall conduct a confidential investigation to determine if a member's actions compromise RPEN's ability to conduct official business, attempt to defeat the programs, policies or guidelines adopted by RPEN or are detrimental to RPEN. The Committee on Discipline will submit its findings in a report to the state Executive Committee for potential disciplinary action. The Executive Committee shall be empowered to take action on such reports up to and including termination of membership.

Section 2. The Vice President shall:

- (a) assist the President in the performance of his duties upon the President's request, perform the duties of the President in his absence, or in the event the President is incapacitated, by order of the Executive Committee;
- (b) serve as chairman of the standing Committee on Membership;
- (c) perform such duties as may be requested by the President, the Board of Directors, and the Executive Committee.

Section 3. The Treasurer shall:
chair the Finance Committee.

Section 4. The Secretary shall:

- (a) record the proceedings of the meetings of the Board of Directors and the Executive Committee and provide copies to each Board member and Chapter President within sixty days of each meeting;
- (b) Submit a yearly accountability report to the State Board of Directors and Executive Committee at the annual meeting.

Section 5. The Immediate Past President shall:
serve on the Legislative Committee and perform such duties as may be requested by the President, Board of Directors and the Executive Committee.

Section 6. The Executive Director shall:

- (a) serve as the full-time, chief staff officer of the Retired Public Employees of Nevada;
- (b) be bonded at the expense of the association for an amount determined by the Board of Directors;
- (c) annually determine if RPEN and all chapters are in conformance with Section 501 (c) (4) of the Federal Tax Code;
- (d) prepare and present to the Board of Directors, at its annual meeting, a report concerning the current state of the RPEN association, to include: (1) progress achieved in the attainment of annual goals of the Board, (2) outstanding accomplishments of the RPEN organization in the past year, (3) the Executive Directors' assessment of the short term (within 2 years) and long term (within 3-5 years) challenges facing RPEN and its members, and possible solutions;
- (e) sign checks for the expenditure of RPEN funds unless otherwise directed by the Board of Directors;
- (f) through the employment contract with the Executive Committee, the Executive Director

shall be considered an RPEN officer and ex-officio (non-voting) member of all committees.

- Section 7. The Director of Finance and Operations shall:
- (a) coordinate the daily business of the Retired Public Employees of Nevada;
 - (b) be responsible for the collection of dues and the placement of RPEN funds in a bank or banks approved by the Executive Committee;
 - (c) be custodian of all funds and keep an itemized account of all receipts and disbursements;
 - (d) be bonded at the expense of the association for an amount determined by the Board of Directors;
 - (e) submit a financial report to the Board of Directors at their meetings, and prepare and submit a financial report to the President or the Executive Committee upon request;
 - (f) sign checks for the expenditure of RPEN funds unless otherwise directed by the Board of Directors;
 - (g) be responsible for the preparation of a current membership list to be used by all chapters of RPEN;
 - (h) notify each chapter not later than September 1 of each year if said chapter shall be allowed an additional State Board member in accordance with their official membership list as of August 1 of that year
 - (i) annually determine if RPEN and all chapters are in conformance with Section 501 (c) (4) of the Federal Tax Code;
 - (j) serve as an ex-officio member of the State Finance Committee.
- Section 8. The Parliamentarian shall:
- (a) attend all meetings of the Board of Directors and Executive Committee;
 - (b) advise, when requested, the President, Board of Directors, Executive Committee, any other committee, officer or member, on parliamentary questions concerning RPEN. The Parliamentarian shall, if a member, have voice but no vote. If not a member, the Parliamentarian shall have no voice or vote.
- Section 9. All officers of RPEN, except the Executive Director and the Director of Finance and Operations, shall serve without compensation unless otherwise ordered by the Board of Directors.
- Section 10. The officers must maintain their principal residence in the state of Nevada during the term of their office. A failure to maintain such residence shall be regarded as an automatic resignation. The Executive Committee is empowered to determine when a physical absence from the state is impairing the officer's duties to an extent requiring invocation of the automatic resignation provision; provided, that an affected officer may appeal such a decision and request a revocation thereof.

ARTICLE VI - BOARD OF DIRECTORS

- Section 1. Regular Meetings
- The Board of Directors shall be the official governing body of RPEN, and meetings of the Board shall be held annually during the month of September at a time and place specified by the Executive Committee, unless, by unanimous vote, the Executive Committee determines a meeting is unnecessary. In the event a regular meeting is not held, the business set forth by the Bylaws for such a meeting may be conducted by mail or email. Notice of regular meetings or their cancellation must be mailed, emailed or faxed to all Board members and Chapter Presidents. At least fifteen days' notice in writing must be given for meetings, and a mailed, emailed or faxed notice

of cancellation of such meeting must be given by the first of the month in which the meeting should be held.

Section 2. Special Meeting

Special meetings of the Board of Directors may be called by the Executive Committee or upon written request to the President of at least ten members of the Board of Directors. Except in the case of an emergency, notice of special meetings must be sent to each Board member and Chapter President at least seven days prior to the meeting. During the Legislative session, if deemed advisable, the Executive Committee may call a special meeting of the Board of Directors. The meeting may be conducted by electronic conferencing.

Section 3. Board Membership

The Board of Directors shall consist of the officers of RPEN, the immediate Past-President of RPEN, local Chapter Presidents, and State Delegates elected by local chapters.

- (a) Each chapter is afforded representation on the Board of Directors on the basis of one delegate for each 300 members or a major fraction thereof as shown on the official membership list as of August first of each year. Associate members will not be included on the list of regular chapter members used in determining the number of state delegates of the chapter. However, no chapter will be represented by fewer delegates than originally allocated during the formation of the organization.
- (b) Chapters with fewer than 300 members shall be entitled to one delegate.
- (c) Chapter Presidents shall be ex-officio members of the State Board of Directors with voice and vote. They shall not be counted in determining the presence of a quorum.

Section 4. Election of State Delegates

- (a) State Delegates shall be elected by the chapters for terms of two years or until their successors are elected and their terms shall begin on October first of the year of their election. Chapter election of delegates shall be held prior to the annual Board of Directors' meeting of each year in accordance with chapter election procedure.
- (b) In the event a chapter should be entitled to more than one additional delegate since the previous year's allocation, a one-year rather than a two-year term, or until a successor is selected, may be assigned.
- (c) In the event of a vacancy in the office of any delegate, upon notification the chapter will elect or select a new delegate in accordance with chapter procedure.

Section 5. Alternate Delegates

An alternate delegate or delegates may represent a chapter at a semi-annual, annual or special meeting of the Board of Directors provided proper credentials stating the reason for the absence of the duly elected delegate are presented. The credential must be presented prior to the opening of the meeting. An alternate delegate may serve for the one meeting or special meeting for which attendance was authorized.

Section 6. Quorum

Ten board members shall constitute a quorum provided a total of at least one-half of the chapters are represented.

Section 7. Voting Body

All board meetings are open to all members. Members may participate in the board meetings, but voting shall be limited to board members only.

Section 8. Duties of the Board of Directors

- (a) Provide for the disbursement of funds, either by general or special authorization.
- (b) Authorize, if necessary, the employment of such persons including attorneys, as are necessary to carry out the policies of RPEN and to educate the general public as to the merits of these policies. After such authorization, it shall be the responsibility of the Executive Committee to develop job descriptions, employee policies, annual evaluation procedures, and make recommendations to the Board for retention or dismissal.
- (c) In odd numbered years, elect the State Officers at the annual Board of Directors' meeting.
- (d) Adopt an annual budget, consistent with projected income.
- (e) Not incur indebtedness beyond anticipated income.
- (f) Provide each chapter with a financial statement of RPEN as of the last day of September of each year.
- (g) Invest surplus funds in a manner that is consistent with NRS on investments by like organizations.
- (h) Accept or reject applications to form new chapters.
- (i) Perform such other duties as are necessary to carry out the objectives of RPEN.
- (j) Annually, establish goals to be achieved by the Executive Director. Attainment of goals shall be assessed at the annual meeting of the Board of Directors.

Section 9. At the annual Board of Directors' meeting, the Executive Committee shall conduct new officer training for chapter presidents elected for the following year. Travel expenses shall be paid by RPEN for these newly elected presidents to attend the annual Board of Directors' meeting which precedes their year in office.

Section 10. Past State Presidents shall be invited to attend the annual meeting of RPEN as guests with their expenses paid by RPEN, except transportation expenses will commence when the Past State President enters the state of Nevada if the Executive Committee determines in advance that funds are available to Past State Presidents.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of President, Vice President, Treasurer, Secretary, Immediate Past President and additional members elected by and from the State Board of Directors.

- (a) The number of additional members shall be that number needed to provide geographical representation to chapters on the following basis; one representative for each 1,000 members or major fraction thereof as shown on the latest membership count. Chapters with fewer than 501 shall pool members with like chapters and be represented as above. State officers shall be counted in determining representation.
- (b) Before the conclusion of the annual meeting, the chapters who are eligible for additional members on the Executive Committee shall caucus and present their nominees for election. The nominees shall be from the State Board of Directors who will be serving on the Board as of October 1st. The usual election procedures shall be followed.
- (c) The term of office of the additional members shall be one year or until their successors are elected.
- (d) Members elected to the executive committee will attend at least 75 percent of the executive committee meetings held during their term of office.

Section 2. The Executive Committee shall:

- (a) be responsible for the transaction of the business of the Board of Directors between meetings of that body and make a complete report at each meeting of the

- (b) fix the hour and place of meetings of the Board of Directors;
- (c) make recommendations to the Board of Directors and perform such other duties as are specified in these bylaws;
- (d) be subject to the Board of Directors and none of the Executive Committee's acts shall conflict with action taken by the Board of Directors;
- (e) review the legislative program in its adopted form prior to and during the legislative session and implement or adjust as needed. The legislative spokesman appointed by the Executive Committee directs the lobbying team and may make day-to-day, minute-by-minute decisions in conformity with the goals adopted by the Board of Directors;
- (f) provide for an annual audit of the funds of RPEN and for distribution of the audit report to the Board of Directors;
- (g) meet three other times. Special meetings using electronic conferencing may be used when immediate decisions are required;
- (h) request the chapter which has an Executive Committee board member, other than the elected officers, who is unable to attend a meeting to appoint another member from that chapter to attend for the absent member;
- (i) authorize any use of the membership list;
- (j) Appoint an interim Executive Director in the event the Executive Director is temporarily unable to perform his duties.

ARTICLE VIII - STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees

The Standing Committees of RPEN shall be as follows: Finance, Legislative and Insurance, Membership, Resolutions and Bylaws, Long-Range Planning and Pat Fladager Special Recognition and Awards. Standing Committees shall be appointed by the President, subject to the approval of the Executive Committee. The Vice President shall be Membership Chairman.

- (a) The Finance Committee shall:
 - (1) ascertain that proper financial records are maintained;
 - (2) prepare and submit prior to the conclusion of the annual Board of Directors' meeting a balanced budget for the ensuing year based on the current membership and interest received from investments the previous year;
 - (3) recommend investment of any unexpended or unanticipated funds of RPEN in a manner that is consistent with Nevada Revised Statutes (NRS) on investment by like organizations including maintaining an adequate reserve fund;
 - (4) review and recommend necessary changes in the Investment Policy.
- (b) The Legislative and Insurance Committee shall:
 - (1) prepare a tentative legislative program for RPEN for presentation to the Board at each annual Board of Directors' meeting;
 - (2) be responsible for all insurance programs of RPEN and report and make recommendations at each annual Board of Directors' meeting;
 - (3) recommend to the President the names of persons to be submitted to the Governor to be appointed to the seat on the Public Employees' Benefits Program Board, the Public Employees' Retirement System board, Deferred Compensation Committee and other boards and commissions as appropriate;
 - (4) when possible, have a member of the committee present at the meetings of

- the Public Employees' Benefits Program Board.
- (c) The Membership Committee shall:
 - (1) prepare and publish Executive Committee approved material to promote membership in RPEN;
 - (2) assist local chapters in membership promotion;
 - (3) coordinate with the local chapters regarding submissions of notices and articles for the REVIEW.
 - (d) The Resolutions and Bylaws Committee shall:
 - (1) solicit resolutions and proposed bylaw changes from all RPEN members through their chapters for presentation and consideration at the annual Board of Directors' meeting;
 - (2) accept only those resolutions and bylaw changes that are submitted to the committee a minimum of 75 days before the annual Board of Directors' meeting;
 - (3) submit all resolutions and proposed bylaw changes to the chapters a minimum of 30 days before the annual Board of Directors' meeting;
 - (4) be responsible for compiling proposed resolutions and amendments to the bylaws for presentation at the annual Board of Directors' Meeting.
 - (e) The Long-Range Planning Committee shall:
 - (1) consider issues affecting retired public employees that go beyond the year-to-year operation of RPEN including but not limited to the following issues: health care; pensions; RPEN organizational and operational matters. The committee shall take a long-range view of those issues that impact public employee retirees;
 - (2) analyze such issues as they come to the committee's attention regardless of whether they arise in Nevada, other states or countries;
 - (3) meet at least once between October of each year and May of the following year to determine what, if any recommendations should be made to RPEN's Executive Committee and Board of Directors;
 - (4) coordinate its efforts with other RPEN committees where appropriate, including the Executive Committee and the Board of Directors, in the development of policies, bylaws/resolutions or other recommendation.
 - (f) The Pat Fladager Special Recognition and Awards Committee shall:
 - (1) Solicit from the chapters each May, the names of members the chapters nominate to receive the Special Recognition Award at that year's Annual Board of Directors' meeting. The awards shall be given to living members whose long term dedication and support of RPEN have been demonstrated. They may include individuals who have held chapter offices but not elective state offices (President, Vice President, Secretary, Treasurer);
 - (2) Screen the nominees from the chapter and pick the individuals who will receive the awards;
 - (3) Present the awards at the Annual Board of Directors' meeting;
 - (4) Present additional awards as may be approved by the Executive Committee;
 - (5.) Provide the nominating form and nominating instructions to any qualified RPEN member wishing to nominate a fellow member for the LIFETIME ACHIEVEMENT AWARD;
 - (6) Receive and evaluate nominations for the LIFETIME ACHIEVEMENT AWARD;

- (7) Contact the nominator and/or nominators as needed to clarify or seek additional information;
- (8) Select the final recipient of the award;
- (9) Provide the State President with the name of the member selected to receive the award.

Section 2. Such other standing and special committees may be appointed as are necessary to further the objectives of RPEN.

Section 3. Committees may meet by electronic conferencing.

ARTICLE IX - FISCAL YEAR

The fiscal year for RPEN shall begin on October first and end on September thirtieth of the following year.

ARTICLE X - CHAPTERS

Section 1. The minimum membership required for the formation of a chapter shall be twenty-five (25). Any area within the state may petition to form a chapter if the minimum membership requirement can be met. All petitions are subject to the approval of the Board of Directors by a majority vote.

Section 2. Chapters shall determine the method of nominating and electing their officers provided there is no conflict with the ARTICLES OF INCORPORATION or these BYLAWS. Terms of chapter officers shall begin on October first and end on September thirtieth of the following year or until their successors are elected.

Section 3. Suspension of Chapters:

- (a) a chapter may be suspended for failure to comply with its bylaws or the bylaws of the Retired Public Employees of Nevada. The Board of Directors may suspend a chapter of RPEN which so fails to comply with chapter or RPEN bylaws;
- (b) notification of an intended suspension of a chapter will be made by the state office to the members of a chapter proposed to be suspended/dissolved;
- (c) upon the suspension of a chapter in accordance with Article X, Section 3(a), the members of the suspended chapter will be assigned to an RPEN chapter of their choice. If the members so affected do not elect a specific chapter to which they wish to be assigned, their membership will be transferred to the nearest geographic chapter;
- (d) any funds held by the chapter being suspended shall be refunded to the Board of Directors within fifteen days of the notice of suspension;
- (e) a chapter may be reinstated by a vote of the Board of Directors if it meets all of the criteria required of chapters as outlined in Article X and its members petition RPEN for reinstatement.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these BYLAWS and any special rules of order RPEN may adopt.

ARTICLE XII - AMENDMENTS

These BYLAWS may be amended at any regular meeting of the Board of Directors by a two-thirds vote provided the proposed amendment shall have been mailed, emailed or faxed to each member of the Board of Directors and each Chapter President at least thirty days prior to the meeting.

These BYLAWS may be revised only upon authorization of the Board of Directors, and notice of the proposed revision must be mailed, emailed or faxed to each member of the Board of Directors and each Chapter President at least thirty days prior to the meeting at which the revision is to be voted on. A two-thirds vote of the Board of Directors shall be required for adoption.

RETIRED PUBLIC EMPLOYEES OF NEVADA

POLICIES AND PROCEDURES

AMENDED 9/2016

RETIRED PUBLIC EMPLOYEES OF NEVADA
POLICIES AND PROCEDURES
REVISED 9/2016

I. TRAVEL POLICY

As used herein, "travel" shall mean when a member is transacting authorized RPEN business outside the area of his/her local Chapter. Travel costs to be prepaid or reimbursed by RPEN must be authorized by action of the State Executive Committee, in the case of State RPEN reimbursed travel, or by the local Chapter in accordance with its policies and procedures. All such travel must be in accord with these policies in order to be eligible for either State or Local reimbursement.

A. Number Authorized (State Travel)

Travel to meetings of the Board of Directors or the State Executive Committee shall be as follows:

1. Board of Directors: Each Chapter President and Chapter State Delegate shall be eligible for RPEN prepaid and/or reimbursement. In addition, a President-Elect or an alternate may be eligible for coverage where appropriate and the state office is notified in advance.
2. Executive Committee: Those members of the State Executive Committee as authorized by Article VII shall be eligible for coverage under pre-paid and/or reimbursement provisions.
3. Members of other state committees (such as By-Laws or Finance) shall be eligible when such committee is considering matters of such scope and detail as may not be properly considered by exchanges of e-mail, or telephone or other means of communication.

B. Criteria for Reimbursement

Reimbursement shall be based on the lowest and most expeditious cost of transportation available for any particular meeting site, and for meals and lodging (if any) on the basis of usual and customary practice in the area of destination. Reimbursement shall be made following the submittal and approval of receipts and forms prescribed by the RPEN State Office.

C. Travel Arrangements

Arrangements for meetings of the Board and the Executive Committee shall be made or coordinated by the State Office. Where air travel is not available, travel by van or other means may be provided. In cases where reimbursement must be made, the following shall be applicable:

1. All reimbursements for vehicle use shall be based on the actual mileage from and to the vehicle owner's home, at the mileage rate reimbursement (in cents per mile), based on the current published IRS Standard Business Rate.
2. Travel costs by personal vehicle when group transportation is not available (or when members choose to use their private vehicles in lieu of using the group arrangements) will be reimbursed as follows:
 - a) For transporting three (3) or more persons to meetings of the State Board or Executive Committee, at the rate of 100% of the amounts provided for in section 1 above.
 - b) For transporting two (2) persons to each meeting, at 50% of the rate provided, except that travel costs for two (2) persons attending a meeting when there are no other attendees from

his/her local or nearby Chapter shall be at 100% of the amount provided under section 1 above.

- c) For a single person attending such meetings, at 25% of the rate provided, except that travel costs for a single person attending a meeting when there is no other attendee from his/her local or nearby Chapter shall be at 100% of the amount provided under section 1 above.

3. Should lodging be required:

- a) amounts shall be allowed for the normal and non-luxury accommodations in the area of travel, as determined by the State RPEN Office. Reimbursements shall be made following the receipt and approval of all appropriate billings.
- b) Lodging at major RPEN meetings shall be arranged for and paid directly by the State Office.
- c) Meals at major meetings shall be arranged and paid for by the State Office from RPEN funds. Where meals which have not otherwise been paid from RPEN funds are required, they shall be reimbursed by the State Office, upon submittal and approval of appropriate receipts. Such costs shall be not more than the usual and customary costs for non-luxury meals in the area.

D. Exceptions

The Executive Committee may make exceptions to these policies for individual situations involving health or other factors which are unforeseen, unusual, or are otherwise deemed to merit special consideration.

II. RPEN FUNDS

- A. The Director of Finance and Operations shall maintain a General Fund Account.
- B. Special funds shall be separate line items within the General Fund.
- C. RPEN funds are to be deposited as authorized by the Executive Committee.
- D. The identification number for the Fund is to be the RPEN identification number.
- E. The Director of Finance and Operations is empowered and authorized to deposit and withdraw monies as authorized by the Board of Directors or the Executive Committee.
- F. The Director of Finance and Operations is empowered to refuse the processing of any bills for payment unless they are supported by invoices and/or receipts.
- G. The Executive Committee shall receive and approve a record of expenditures at each of its meetings.
- H. All checks for payment of bills incurred are to be signed by the Executive Director, Director of Finance and Operations or persons designated by the Executive Committee.
- I. A reserve fund shall be maintained at up to one half of the amount of the current annual budget approved by the Board of Directors. The purposes of the fund are to provide for six months operating expenses, cover existing encumbrances, provide emergency funds and hold earnings from investments.

III. CHAPTER BYLAWS AND POLICIES AND PROCEDURES

- A. Chapter Presidents shall provide a current copy of their bylaws to the state office and any amendments that may subsequently be made. The state office will forward copies of all the bylaws and amendments to the Chair of the Bylaws and Resolutions committee.

- B. Chapter Presidents shall provide the RPEN Executive Director with a letter of verification for all alternates attending the Board of Directors meeting.
- C. Chapter Presidents shall provide the State Office with a list of new officers and delegates immediately after they are elected.

IV. NEWSLETTER

- A. "The Review" shall be published at least six (6) times per calendar year.
- B. Each issue shall have information "spot" for news from the individual chapters of this organization.
- C. At least one issue each year shall be mailed to all retired public employees as a means of increasing membership in RPEN if at all feasible.

V. MINUTES

- A. All written motions must be signed by the member making the motion.
- B. When typing the Board of Directors or Executive Committee minutes, the RPEN State Secretary shall use the proper parliamentary form.
- C. Tapes (recordings) of the minutes of the State Board of Directors meetings are to be retained until approved by the Board of Directors meeting at their next meeting. Tapes or recordings of the Executive Committee or any other committee meetings may be reused after approval of the written minutes by the Committee.
- D. The Director of Finance and Operations is empowered to have the official minutes, and all attachments thereto, digitally stored; such practice to include all records generated since the inception of RPEN and to be continued thereafter. Any existing permanently bound minutes need not be digitally stored.
- E. The minutes of the Executive Committee shall be sent to each member of the Board of Directors.
- F. At the Executive Committee meeting immediately following the completion, distribution, and receipt of the minutes of the annual meeting of the Board of Directors, the Executive Committee will approve the minutes of such annual meeting.
- G. The RPEN Secretary shall be paid a yearly stipend of \$600.00.

VI. GAVEL

The State President is to keep the gavel between the annual Board of Directors' meetings and pass it on to the next President.

VII. CHAPTER REPORTS

The Chapter Secretaries shall send a copy of the minutes of each meeting to the State Office for use by the State Executive Committee and State Committee Chairmen.

VIII. HOSTS FOR THE ANNUAL MEETING OF THE BOARD OF DIRECTORS

- A. Chapters wishing to host the annual meeting of the Board of Directors shall submit the invitation two years in advance of each annual meeting.
- B. Upon acceptance of the invitation by the Board of Directors, the Host Chapter President shall appoint a Special Arrangements committee composed of one Chapter Delegate, the Chapter President and additional chapter members.
- C. The Executive Committee in coordination with the Special Arrangements Committee shall determine the dates, times, physical locations and conformance with the budget approved by the Board of Directors.
Proviso: These amendments shall become effective at the 2009 meeting of the Board of Directors at which time invitations for the 2010 and 2011 meetings will be submitted.

IX. STATE DOCUMENTS

The Director of Finance and Operations is to prepare a roster of the State Officers,

Delegates, and Chapter Officers in alphabetical order with email and postal addresses, telephone numbers or fax numbers and mail, email or fax it to all Board members within 60 days after the conclusion of the State Board of Directors meeting.

- A. Notify all State Delegates, State Officers and Chapter Presidents of any changes to the roster.
- B. Provide copies of RPEN State Bylaws and Policies and Procedures to all Board of Directors members and Chapter Presidents, to include any amendments, changes or additions.

X. INCOME TAX RETURNS AND POLITICAL ACTIVITIES

- A. RPEN shall file income tax returns on form or forms appropriate for ORGANIZATIONS EXEMPT FROM INCOME TAX, under provisions of Section 501 (c) (4).
- B. RPEN resources shall be used for educational purposes. To this end purely social activities shall not be considered as permitted under the stated purposes of RPEN's 501 (c) (4) Federal Income Tax Exemption.
- C. Inasmuch as Section 501 (c) (4) provides, in part, that the promotion of social welfare does not include direct or indirect participation or intervention in political campaigns on behalf of or in opposition to any candidate for public office, no individuals or group of RPEN members shall so participate in such activities while representing themselves as members of RPEN or any constituent body or chapter thereof.
- D. GUIDELINE FOR COMPLIANCE WITH IRS CODE SECTION 501 (c) (4)
RPEN: means the Organization, the Board of Directors, the Executive Committee, the chapters and all members collectively and individually
Dues: means member dues including earnings thereon.

SCOPE

The purpose of this document is to establish guidelines for RPEN to follow in determining whether or not an activity or function is in accordance with the provisions of IRS Code Section 501 (c) (4) in order for the organization to maintain its tax exempt status. RPEN members may take part in any non-RPEN sponsored function as long as they don't imply that they represent any segment of the RPEN organization in any form or fashion unless they have been authorized to do so.

PUBLIC OFFICES AND POLITICAL PARTIES

The Policies and Procedures of RPEN do not permit the organization to:

- 1. endorse or oppose partisan and non-partisan candidates for public office or political parties;
- 2. contribute financially to partisan and non-partisan candidates for public office or political parties; and
- 3. use the name of RPEN in any partisan and non-partisan political analysis or activity.

EDUCATIONAL ACTIVITIES

RPEN will meet its educational requirement even though it advocates a particular position or viewpoint so long as it presents a sufficiently full and fair exposition of the pertinent facts as to permit an individual or the public to form an independent opinion or conclusion. RPEN can do this through forums, panels, legislative committees, lectures or other similar functions.

CHAPTER MEETINGS

Chapter meetings must include an educational component. Such things as brochures on health, finance, etc., being explained or made available and

discussions or speakers that explain issues or describe concepts are acceptable. A “candidates day” is permissible at which political candidates are invited and may explain their position and answer questions on issues.

SOCIAL ACTIVITIES

As a 501 (c) (4) non profit organization, social activities including operating for the benefit, pleasure, or recreation of RPEN members is not a permissible use of dues money. This does not mean that RPEN can’t have picnics, Christmas and Easter parties, etc.; however, an educational program must be provided during the event if it is funded fully or partially with dues money. The use of the term RPEN may not be used in conjunction with any event funded entirely with non-member monies unless an RPEN educational program is provided during the event.

UNIQUE SITUATIONS

If a situation arises that does not fit into any of the above categories, the State Office should be contacted to ensure that RPEN will not violate the provisions of IRS Code Section 501 (c) (4).

XI. CHANGES IN POLICY OR PROCEDURE OF ANY FINANCIAL TRANSACTION

- A. Any changes in policy, procedure, or any financial transaction not provided for in the approved budget, Policies and Procedures, or Bylaws requires the approval of the Executive Committee.
- B. All expense vouchers, invoices or personal bills must be turned in to the Executive Director at P. O. Box 2211, Carson City, NV 89702, within 30 days of expenditure. Exceptions may be approved by the Executive Director.
- C. All bills must be itemized and signed by the authorized member making the expenditure.

XII. EXECUTIVE DIRECTOR/STAFF

- A. The Director of Finance and Operations will submit a financial report to the Board of Directors and the Executive Committee two weeks prior to their meeting and prepare and submit a financial report to the President or Executive Committee upon request.
- B. The Executive Director will provide a position description for the Executive Director and all RPEN compensated employees for approval by the Executive Committee.
- C. An annual performance evaluation will be made of RPEN staff employees. The Executive Director will evaluate the Director of Finance and Operations and other staff and prepare evaluations for them prior to the Summer Executive Committee meeting (normally July) for review by the Executive Committee. A blank copy of the evaluation forms utilized for this purpose is included in the appendix. The Executive Director’s evaluation which is prepared by the State President and evaluations for all RPEN employees, (including recommended employee salaries and benefits for the next fiscal year), will be completed for review by RPEN State Officers (the State President, Past President, Vice President, Secretary and Treasurer) and the Executive Committee at their summer (normally July) meeting. The Executive Committee’s recommendations will then be presented to the State Finance Committee for its August meeting. After the Finance Committee has considered and proposed a budget following its review of recommendations from the Executive Committee, that budget shall be taken to the Board of Directors for its approval at the annual Board of Directors’ meeting. In addition, the major elements of the evaluation of the Executive Director shall be presented to the Board of Directors at its annual meeting, to include the final rating and a brief and

concise summary of outstanding accomplishments, progress attained in achieving annual goals of the Board of Directors, as well as areas for improvement. A blank copy of the evaluation form utilized for the evaluation of the Executive Director is included in the appendix.

- D. In the event the Executive Director is unable to perform his or her duties the President, with the approval of the Executive Committee shall designate a staff member or a knowledgeable RPEN member to assume the duties until the
- E. Executive Director is able to return to work. Appropriate compensation as determined by the Executive Committee shall be given to that person. If there is no staff member or knowledgeable RPEN member who can accept the appointment, or if the absence is expected to be longer than 4 months, the President, with the approval of the Executive Committee, shall initiate a search for an Interim Executive Director, utilizing the same procedures used in hiring for a permanent position. If the absence is during a legislative session, the President, with the approval of the Executive Committee and the Legislative Committee, shall hire a paid lobbyist to represent the association during this session.

XIII. COMMITTEE APPOINTMENTS

When deemed advisable, RPEN members who are not members of the Board of Directors, may be appointed to standing or special committees.

XIV. THE CHAIRMAN AND VICE CHAIRMAN OF THE LEGISLATIVE/INSURANCE COMMITTEE

Will attend the Executive Committee meetings but will have no vote.
(August 26, 1992)

XV. PAT FLADAGER SPECIAL RECOGNITION AND AWARDS COMMITTEE

A. Statement of Purpose:

The purpose of awards at the annual Board of Directors' meeting is to recognize and thank RPEN members who have not aspired to state offices but who have been dedicated and supportive of RPEN through the years serving in a variety of ways. They include accepting offices within the chapter and being available to serve in other capacities as needed.

B. Duties:

1. The Pat Fladager Special Recognition and Awards Committee consisting of five members shall select up to seven recipients to be recognized each year at the annual Board of Directors' meeting. Additional awards may be approved by the Executive Committee.
2. All chapters shall be contacted in May and provided a standard form on which to submit names and information on the nominee(s).
3. Awards are to be made to members who have not held elective state offices, (State President, Vice President, Treasurer, Secretary). Members awarded the Pat Fladager Special Recognition Award must be living members whose long-term dedication and support of RPEN has been demonstrated. These individuals must have demonstrated service to RPEN in a variety of ways, which may include holding chapter office or otherwise serving the chapter.

XVI. CREATION OF NEW CHAPTERS

- A. Prior to petitioning the Board of Directors for a charter, the potential new chapter shall provide to the Board of Directors a set of proposed bylaws for approval, a list of a minimum of 25 names of charter members, and a list of officers as provided for by their bylaws by September 1 prior to the annual meeting of RPEN's Board of Directors. Per diem for the President and one delegate to attend the annual meeting of

the Board of Directors to present the petition for a new chapter shall be provided for by the State Executive Committee.

XVII. PROCEDURES FOR PROPOSED BYLAW CHANGES AND RESOLUTIONS

- A. Except for emergency resolutions, all proposals shall be submitted by the president of a chapter after approval by its Executive Committee or members at a general meeting or by the state RPEN Executive Committee no less than 75 days prior to the annual Board of Directors' meeting.
- B. The state committee on Bylaws and Resolutions shall edit, resolve conflicts with the originators, put in proper form and make recommendations for the disposition of each item.
- C. The report of the committee shall be mailed, emailed or faxed to the Board of Directors at least 30 days prior to the annual Board of Directors' meeting.
- D. Proposals which are submitted through the prescribed channels (above section A.) will be submitted for action to the Board of Directors at their next annual meeting. If the proposal cannot be completed in time for the meeting there must be an explanation for the delay and a new completion date established. Proposals which are not passed by the Board of Directors will be returned to the submitting body by mail, email or fax with a reason for the denial.

XVIII. NOMINATING COMMITTEE GUIDELINES

- A. The Nominating Committee shall:
 - 1. Solicit nominations for state offices from all RPEN members through their chapters for election at the annual Board of Directors meeting.
 - 2. The first week of April solicitation letters and biographic sketch forms will be mailed, emailed or faxed to all committee members and Chapter Presidents requesting nominees for:
 - RPEN State Vice President
 - RPEN State Secretary
 - RPEN State Treasurer
 - 3. The last week of May a follow-up letter will be mailed, emailed or faxed to all Chapter Presidents requesting nominations to be submitted to the State Office or the Nominating Committee by July 1st.
 - 4. The completed biographic sketches of each qualified candidate will be distributed to the Nominating Committee members and the State Executive Committee members the last week of July. A teleconference meeting of the Nominating Committee will occur the first week of August. Each nominee's background and experience will be reviewed and summarized. Those nominees who do not qualify will be notified by the Chair of the Nominating Committee.
 - 5. Each nominee's background and experience will be compiled into a report by the Chair of the Nominating Committee which shall be mailed, emailed or faxed to each chapter president for dissemination to their members at least 30 days prior to the Board of Directors meeting.
 - 6. Before the election of officers at the State Board of Directors meeting In September, additional nominations will be permitted from the floor and must include background and experience of each nominee.

XIX. INVESTMENT POLICY

- A. Purpose:
 - 1. To invest unexpended funds of RPEN in a manner consistent with Nevada Revised Statutes (NRS) on investments by like organizations.

2. To maintain an adequate reserve fund.
3. To structure an investment policy to consistently meet return objectives.
4. To establish procedures for investment evaluation and formal fund review.

B. Investment Categories:

		Base Percentages
1. <u>Categories</u>	<u>Major Categories</u>	<u>Subcategories</u>
Cash	2.0%	
Fixed Income:	48.0%	
US Fixed Income		43.0%
Non US Fixed Income		<u>5.0%</u>
		<u>48.0%</u>
Equities	<u>50.0%</u>	
Large CAP Equities		25.0%
Mid CAP Equities		10.0%
Small CAP Equities		5.0%
Core International Equities		<u>10.0%</u>
		<u>50.0%</u>
	<u>100.00%</u>	

2. The portfolio will be rebalanced semiannually.
3. The Asset allocation percentages may be adjusted as considered necessary, based on such factors as rate of return and risk analysis, by a vote of the State Office Staff and the members of the Finance Committee.

C. Investment Evaluation and Review:

1. Investment management consultants may be retained to provide guidance in selecting, evaluating and monitoring investments.
2. The investment consultants will semiannually report on the rebalanced portfolio percentages to the State Office Staff. If any combined major category or subcategory rebalance percentage differs from the base percentage by more than six percent, a review must be made to determine if another mutual fund or other type of investment would be more appropriate.
3. The State Office Staff, the members of the Finance Committee and the investment consultants may suggest new investments and the deletion of current investments.
4. A prospectus or other comparable data will be reviewed prior to making an investment.
5. The investment consultants will annually prepare and submit to the State Office Staff a status report on the RPEN investments.
6. The Executive Director may appoint a subcommittee from the Finance Committee to review the investment portfolio semiannually, or more frequently if necessary, with the investment consultants.
7. The investment subcommittee will report on and make recommendations for possible portfolio adjustments to the Finance Committee and the State Office Staff.

D. Performance Standards:

Each investment will be compared to the appropriate performance standard (S & P 500, Russell 1000. etc.) as recommended by the investment consultants. The rankings (Lipper Quintile, etc.) will be used as recommended by the investment consultants. Other performance standards will be utilized as necessary.

E. Report to the RPEN Executive Committee:
The Director of Finance and Operations will annually, and more often if necessary, report on the status of the investment portfolio to the RPEN Executive Committee.

F. Amendment to Policy
This policy may be amended by a vote of the State Office Staff and the Finance Committee.

XX. EMERITUS MEMBERSHIP

An Emeritus membership may be awarded as a result of life circumstances to an RPEN member who has been a longtime, active and dedicated supporter of the organization. They may include, but are not limited to health, financial circumstances, and ability to attend meetings or other reasons determined by the committee as appropriate. The Emeritus membership would exempt payment of dues and allow the member the same rights as a regular dues paying member. Any member or chapter of RPEN who has personal knowledge of someone who should be considered for Emeritus membership should present the name to a committee consisting of the State President, State Vice President, State Treasurer and Executive Director (non voting). A majority of the voting members of the committee must approve in order to award the Emeritus membership. A member receiving Emeritus membership will be notified of the award. No more than one-quarter of one percent of all RPEN members may be awarded Emeritus member status.

XXI WEBSITE

- A. A person will be designated to maintain the web site RPEN.ORG.
- B. The site will be continually updated with pertinent information. Any outdated or inaccurate data will be corrected or deleted.
- C. Each chapter will be provided a page on the web site to post chapter activities through the state office if they choose to do so.
- D. Pertinent information regarding activities of the State Board of Directors and the State Executive Committee will be posted on the web site.

XXII LIFETIME ACHIEVEMENT AWARD

- A. Statement of purpose:
The Lifetime Achievement Award recognizes an outstanding Retired Public Employee of Nevada (RPEN) member who has had an impact on the lives of retired public employees and has dedicated his/her effort to the improvement of retirees' lives.
- B. Description of Award:
The Lifetime Achievement Award is the highest recognition RPEN bestows on one of its members. Selection for this honor recognizes an individual's outstanding and sustained contributions to RPEN. There shall be not more than one award per year. Although a call for nominations may be made annually, the award does not have to be awarded each year.
- C. Eligibility:
 - 1. Any member of RPEN in good standing including, but not limited to, past and present state and chapter officers, is eligible to receive this Award.
 - 2. Must have a minimum of five (5) years of membership in RPEN and be active in his/her chapter.
 - 3. In keeping with RPEN's belief that no award should be given posthumously, the Lifetime Achievement Award shall not be presented posthumously.

- D. Nominators:
1. Any RPEN member in good standing may nominate a member. The nominator is responsible for submitting all required nomination materials.
 2. Members of the Pat Fladager Special Recognition & Awards (PFSR&A) Committee may submit nomination suggestions for consideration.
 3. RPEN State Office staff may submit nomination suggestions for consideration.
 4. Self-nominations are permissible.
- E. Nominating Process:
The Nominator shall:
1. Determine the nominee's eligibility for the Lifetime Achievement Award.
 2. Submit an award application form provided by the PFSR&A Committee.
 3. The application form must include any required supporting documents which include:
 - (a) One page summary stating why the nominee should receive the award.
 - (b) Supporting materials such as letters of support, news clippings and/or testimonials.
 4. The completed form may be transmitted by e-mail, fax or mail to the PFSR&A Committee.
- F. Selection Criteria:
Candidates for the Lifetime Achievement Award shall be individuals who have exhibited outstanding service to RPEN at the Chapter and/or State level. Nominees do not have to be members of the Chapter nominating a person. Specific requirements to be considered in evaluating nominees include the following:
1. Contributions to RPEN through chapter programs, leadership and committee activity.
 2. Nominees would have contributed significant time and effort to RPEN.
 3. Contributions that elevate the stature of RPEN.
 4. Regulatory, political or governmental activities that have advanced the goals of RPEN.
 5. Other honors received.
 6. Other activities that further the goals of RPEN
- The award will be made during the RPEN Annual Board of Directors Meeting.
- G. Recognition of the recipient:
1. The recipient will be presented with an attractive award piece during the RPEN Annual Board of Directors Meeting. The State President will make the presentation.
 2. The recipient will receive complimentary meeting registration, round trip coach airfare or equivalent mileage reimbursement, and hotel room for three (3) nights.
 3. A press release will be provided to the recipient's hometown newspaper and an article will appear in the next issue of the Review.

XXIII CONFLICT/DUALITY OF INTEREST POLICY

See attachment A

XXIV WHISLEBLOWER POLICY

See attachment B

XXV DOCUMENT RETENTION AND DESTRUCTION POLICY

See attachment C

Conflict/Duality of Interest Policy

Conflict of Interest/Dualities of Interest FAQs:

What is a conflict/duality of interest? A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of the Retired Public Employees of Nevada (RPEN) or arise in situations where a board/staff member has divided loyalties (also known as a duality of interest). The former can result in situations that result in inappropriate financial gain to persons in authority at RPEN which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in RPEN's decision making process. Both results are damaging to RPEN and are to be avoided.

Who might be affected by this policy? Typically persons who are affected by a conflict of interest policy are the organization's board members, officers and senior staff. Non-board committee members are also affected by this policy. In some cases major donors may also find themselves in conflict situations. RPEN takes a broad view of conflicts and board/staff are encouraged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

###

RPEN wishes to avoid even the appearance of a conflict of interest so that the practices of the organization can stand the close scrutiny of any individual wishing to question its independence. We believe that the matter of conflicts/dualities of interest can be most easily handled through full disclosure of such interests, together with non-involvement in any vote/decision in which such an interest may be relevant.

RPEN therefore adopts the following ***Conflict of Interest/Dualities of Interest policy*** which will apply to the RPEN board of directors, members of RPEN committees, RPEN volunteers, RPEN executive director and all RPEN staff (furthermore identified as "interested persons").

1. A conflict or duality of interest is understood to exist if a RPEN interested person OR any member of their immediate families (spouse, partner, child or parent) is involved with an application/project/organization in any of the following capacities (paid or volunteer):

Governing board

Staff

Policy making or advisory body

Consultant or professional business association

Member/volunteer

2. Interested persons shall provide the RPEN Executive Director with a list of current positions held in other organizations (for-profit or non-profit/paid or volunteer). This list should be disclosed to other members of the board and/or interested persons. This list shall be updated as necessary. The executive director will provide this list to the current State President as well as keep a current list at the RPEN office. *Please note: confidential client-based relationships do not need to be disclosed.*
3. Interested persons who declare such involvement shall not vote on that matter and shall not use their personal influence in the discussion of the matter. However, any volunteer who is excluded from voting pursuant to this policy may briefly state her or his position on the matter and answer pertinent question(s) from other board/committee members when the non-voting member's knowledge will assist the board or committee.
4. The minutes of the board/committee meeting shall show that the person having a conflict or duality of interest disclosed this interest and that she/he abstained from voting on the matter.
5. When an interested person has a professional relationship with RPEN with respect to a contract/transaction or business relationship, the interested person may not vote on the contract or transaction and will not be present when a vote is taken.
6. This conflict/dualities of interest policy, with attached interest disclosure portion, will be furnished to any person who is or becomes involved with RPEN in the capacity of an interested person.
7. In the event it is not entirely clear that a conflict or duality exists, the individual with the potential conflict shall disclose the circumstances to the Executive Director of RPEN and to the current State President of the organization. Together they will determine whether full board discussion is warranted or whether there exists a conflict or duality that is subject to this policy.

**Retired Public Employees of Nevada
Conflict/Duality of Interest Disclosure**

Name:

Date:

Position with RPEN:

_____ I have no conflict/dualities of interest to report

Please specify other non-profit and for-profit boards you (and members of your immediate family as defined above) sit on, any for-profit businesses for which you or an immediate family member are an officer/director or majority shareholder and the name of your employers and any business you or a family member own.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest policy of the Retired Public Employees of Nevada.

Signature: _____

Date: _____

Attachment B

Retired Public Employees of Nevada
Whistleblower Policy

If any employee reasonably believes that some policy, practice or activity of the Retired Public Employees of Nevada (RPEN) is in violation of a law, a written complaint must be filed by that employee with the executive director or the chairman of the board of the organization.

It is the intent of RPEN to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the RPEN's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of RPEN and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees who comply with this requirement.

RPEN will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the organization (i.e. ethics violation) or suspected violation of law (such as a complaint of discrimination, suspected fraud or violation of any regulations governing RPEN), or of another individual or entity with whom RPEN has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

RPEN will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy or practice of RPEN that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee signature

Date



Attachment C

DOCUMENT RETENTION/DESTRUCTION POLICY

One copy of the documents described below will be retained for the following periods of time.

Document	Time Period
Articles of Incorporation	Permanent
IRS Letter - Federal Tax Exempt	Permanent
Bylaws/Policies & Procedures	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Tax Identification number	Permanent
Annual Audit	Permanent
Bank Statement/Reconciliations	7 years
Accounts Payable	7 years
Accounts Receivable	7 years
Bank Deposit Slips	7 years
Investment Records	7 years
Property/Asset Inventories	7 years
Employee Contracts	Permanent
Vendor Contracts	7 years
Membership Applications	7 years after membership ceases
<p>Document Protection: Documents (hardcopy, online or other media) will be stored in a protected environment for the time period listed above. Data backups are run every evening, Monday through Friday on one of three backup drives. Most current drive is taken offsite daily by the Executive Director or Director of Finance/Operations. Server and backup drives are housed in an IT room which is locked by employees.</p> <p>Document Destruction: Hardcopy of documents will be destroyed by shredding after they have been retained according to schedule.</p> <p>Date of Implementation:</p>	

Appendix A

ANNUAL PERFORMANCE EVALUATION

EXECUTIVE DIRECTOR

Performance evaluations of the Executive Director will be based on the following criteria:

Key: Rate performance on each expectation with 1 being the lowest possible score and 9 the highest.

Personal characteristics which are demonstrated by: Leadership ability, coalition and consensus building with a variety of stakeholders, political astuteness, verbal and written communication skills, organizational management skills, self-direction, mission driven activity, long term vision, positive attitude and personal integrity.

Comments related to Personal Characteristics:

Evaluation of Personal Characteristics								
1	2	3	4	5	6	7	8	9

Performance expectations:

1.

Growth in membership								
1	2	3	4	5	6	7	8	9

2.

Representation and advocacy on behalf of RPEN and the membership before the legislature and any sub-committees, PERS and PEBP Boards								
1	2	3	4	5	6	7	8	9

3.

Management of budget, protection of assets, work with vendors to obtain the best value for funds, fiscal accountability, audit performance								
1	2	3	4	5	6	7	8	9

4.

Demonstration of Human Resources skills including: staff development, coaching, supervision, delegation								
1	2	3	4	5	6	7	8	9

5.

Demonstration of Administrative skills: analyzes, problem solving, priority determination, asset allocation								
1	2	3	4	5	6	7	8	9

6.

Personal and staff cooperation with chapters including periodic attendance at chapter meetings								
1	2	3	4	5	6	7	8	9

7.

Adaptability to change								
1	2	3	4	5	6	7	8	9

8.

Monitoring of ongoing developments which may impact RPEN and members								
1	2	3	4	5	6	7	8	9

9.

Implementation of Board established goals and programs within established parameters								
1	2	3	4	5	6	7	8	9

10.

Initiative and successes in evaluating and modifying existing programs to achieve improved performance including recommendations for improvement plans for organizations leaders								
1	2	3	4	5	6	7	8	9

11.

Successes at the legislature, PERS Board and PEBP Board								
1	2	3	4	5	6	7	8	9

12.

Quality, quantity and timeliness of performance relating to communication (including the preparation of bi-monthly newsletter, chapter updates and other means necessary to keep membership informed of issues impacting RPEN and members)								
1	2	3	4	5	6	7	8	9

13.

Protection of the confidentiality of information relating to legislative strategy and member personal information								
1	2	3	4	5	6	7	8	9

14.

Initiation, identification, development and implementation of improvement plans with board								
1	2	3	4	5	6	7	8	9

15.

Development of working relationship and open communication with board								
1	2	3	4	5	6	7	8	9

Overall performance evaluation								
1	2	3	4	5	6	7	8	9

Comments: _____

Dates of period covered: From _____ to _____

Chapter _____ President Signature _____

Date _____ Chapter President's Name (Printed) _____

INDEX TO RPEN BYLAWS AND POLICIES AND PROCEDURES (P & P)

A

Amendments XII

- procedures XVII (P & P)
- committee on bylaws VIII 1d

Assets

- basic policy II (P & P)
- chapter X d
- state VIII 1a

Authority

- parliamentary XI

B

Board of Directors

- alternate VI 5
- annual meeting VI 1
- committee on nominations IV 5
- duties VI 8
- election VI 4 & 5
- Executive Committee VII
- meetings VI 1&2
- membership VI 3
- minutes V (P & P)
- notice of annual meeting VI 1
- quorum VI 6
- secretary V 4
- special meetings VI 2
- treasurer V 3
- vacancy in office VI 4c
- vice president V 2
- voting VI 7

Budget

- audit VII 2g
- fiscal year IX

Bylaws

- amendments XII
- committee on VIII 1d
- procedures for changes XVII (P & P)

Chapters

- affiliation III 2
- creation X 1 & XVI (P & P)
- membership III 2 & X 1
- presidents training VI 9
- reports VII (P & P)
- suspension X 3

Certification of Incorporation X 2

Committees

- appointments VIII 1 & X111 (P & P)
- duties VIII 1 a-e

KEY: P & P = Policies and Procedures

-2-

president ex officio member V 1c
standing VIII 1
special VIII 2

D

Delegates

duties VI 8
election VI 4
meetings VI 1 & 2
membership VI 3

Director of Finance/Operations

duties V 7
financial Report XII a (P & P)

Dues

annual III 3

Duties V

E

Elections

board of directors VI 4
committee on nominations IV 5
officers IV 2 & 6

Executive Committee

additional members VII 1a
duties VII 2
meetings VII 2h
membership VII 1

Executive Director

duties V 6
evaluation XII c (P & P)
selection of VI 8

I

Insurance

duties of committee VIII 1b

Investment Policy XIX (P & P)

L

Legislation

chairman & vice-chairman XIV (P & P)
duties of committee VIII 1b
duties of Executive Committee VII 2

Long-Range Planning

duties of Long-Range Planning Committee VIII 1e

M

Membership III 1

associate III 1e
chapter affiliation III 2
dues III 3
Emeritus III 1g & XX (P & P)

Minutes V (P & P)

N

Newsletter IV (P & P)

-3-

Nominations

additional Executive Board members VII 1b

committee on IV 5

officers IV 5

guidelines XVIII (P & P)

O

Officers

Installation IV 7

described IV 2

duties V

election IV 6

eligibility IV 4

installation IV 7

limitations on service IV 2

term of office IV 2

vacancies IV 8

unexpired term (vacancies) IV 8

P

Parliamentarian

appointment V 1b

duties V 7

President

duties V 1

election IV 6

vacancy in office IV 8a

Purposes of RPEN II

Q

Quorum

Board of Directors VI 6

R

Records

income tax X (P & P)

rosters IX (P & P)

Reports

auditors VII 2g

Resolutions VIII 1d

Roberts Rules of Order XI

S

Secretary

duties V 4

State Chapters

assets, disposal of X 3d

bylaws III (P & P)

suspension X 3

Special Awards XV (P & P)

Lifetime achievement award XXII (P & P)

-4-

T

Travel policy I (P & P)

Treasurer

finance committee V 3

V

Vacancies in office

officers IV 8

Voting body VI 7

W

Website XXI (P & P)