

# OEA-RETIRED

## Policies and Procedures



Adopted October 2021

*Below are the general Policies and Procedures for OEA-Retired.*

## **Board of Directors**

Officers and Board Members of OEA-Retired shall be elected according to the election schedule and conditions set forth in the Bylaws.

## **Financial Matters**

The OEA-Retired Bookkeeper shall manage the financial matters for the Association in accordance with directions from the OEA-Retired Board of Directors and relevant Investment Policies.

The Board of Directors shall designate individuals who have legal authority for the investments of OEA-Retired.

Annual members of OEA-Retired will be sent notices of dues payment by NSEA.

## **Membership/Membership List**

Membership data is kept by NSEA, and provided to the OEA-Retired Bookkeeper/Newsletter editor/OEA-Retired President on request. NSEA will update membership data, send bills for annual dues, and transfer any dues payments to the OEA-Retired Bookkeeper. The NSEA membership department will respond to questions regarding OEA-Retired membership, and will refer any questions they are unable to answer to the OEA-Retired President or designee for response.

## **Marketing/Promotions**

Each year the OEA-Retired President shall invite new retirees from OPS to join OEA-Retired. New Teachers to OPS will be given information about OEA-Retired.

## **Donations/Memorials**

When the OEA-Retired President is notified of an event in the life of an OEA-Retired Board Member that should be recognized, the President will notify the OEA-Retired Board about that event. The following guidelines shall be used to determine the level of recognition:

1. A card will be sent to the family in the event of:
  - a. Death of a Board Member or former Board Member.
  - b. Hospitalization of a Board member.
  - c. Death or hospitalization of an immediate family member – defined as spouse or domestic partner, children, parents, or siblings of Board member.
2. Flowers and/or a donation may be sent to the NSEA Children's Fund or the OEA Foundation in an amount determined by the Board at the discretion of the Board.

## **Use of the *Voices of Experience***

OEA-Retired will announce requests for volunteers and/or requests to publicize events for various organizations in *Voices of Experience* provided that the requests meet the following guidelines:

1. Only political candidates endorsed by OEA-Retired may have materials printed in *Voices of Experience*.
2. Requests from organizations or groups for volunteers to assist with the work of the group or organization must come from a member of that group or organization. Volunteers from OEA-Retired may be sought to provide services for the outside group or organization.
3. Requests to speak at an OEA-Retired meeting must be approved by the OEA-Retired President in advance of the meeting, unless the speaker is also scheduled to be part of the program for that meeting.
4. *Voices of Experience* does not currently accept paid advertisements. Any materials that are submitted to be printed in the newsletter must be in narrative form.

Requests that meet these criteria must be approved by the OEA-Retired President. Any printed material must be submitted to the editor for *Voices of Experience* in a format that minimizes additional writing by the editor. The editor reserves the right to edit all submissions for length and style.

## **Use of OEA-Retired website**

The OEA-Retired webmaster will be responsible for maintaining the OEA-Retired website in accordance with directions from the OEA-Retired Board of Directors. Candidates for elective office may post information about their candidacy on the website provided that they have been endorsed by one of the state or local affiliates of the National Education Association (e.g. OEA-Retired, NSEA-Retired, OEA, NSEA, or other state or local affiliate of the NEA).

## **Agreement for Services Provided by the OEA**

The *Agreement for Services Provided by the OEA* shall automatically renew each year. Either OEA-Retired or OEA may request that the agreement be reviewed and/or modified.

## **Meetings**

If OPS schools are closed or delayed due to inclement weather on the date of a general meeting, the OEA-Retired meeting will be canceled. Notice will be sent out if the session is rescheduled for a later date.

The OEA-Retired Bookkeeper and OEA-Retired Web Master shall be invited to attend all OEA-Retired Board meetings.

The Executive Director of the Omaha School Employees' Retirement System (OSERS) shall be invited to attend all of the OEA-Retired general membership meetings.