

OEA-RETIRED

Policies and Procedures



Adopted October 2021, Revised March 2025

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.

Email Voting Procedure

When matters arise between Board meetings that require Board action, a vote by email polling of Board members may be taken subject to the following conditions:

1. The motion may be initiated by the President or by request of two (2) or more members of the Board.
2. Motions considered for email voting must be limited to one subject. No final approval of Bylaw Amendments can be done by email vote.
3. There must be a minimum of 24 hours between the time the motion for an email vote is sent to Board members and the deadline for receiving email votes.
4. When voting by email, Board members will "Reply All" with their vote, either as "yes," "no," or "abstain." The email vote must have a quorum of the Board participating, and the President is allowed to vote on the motion. A simple majority of those voting is required for the motion to pass.
5. Motions presented for an email vote may not be amended, but can be postponed to a future time by the vote of at least two (2) Board members.
6. The results of email votes shall be included in the Minutes of the following Board meeting.
7. Motions that relate to changes in the investment of the Association Corpus funds (lifetime dues invested in the stock market) that occur between Board meetings are subject to the conditions below:
 - a. Motions on approving changes in the investment of the Corpus funds may be made by the Bookkeeper, and do not require a second.
 - b. A recommendation from the Investment Advisor for the account will be presented in the motion to invest funds. The motion will be to either approve or reject the recommended investment.
 - c. There must be a minimum of 24 hours between the time the recommendation is sent to Board members and the time that instructions on how to proceed on the recommendation are transmitted to the Investment Advisor (either to approve or reject the recommendation). Given the time-sensitive matter associated with investments, the motion will not require a total board vote. The recommendation will be approved unless at least three (3) Board members vote to reject the recommendation.