

**UW-MADISON RETIREMENT ASSOCIATION  
CURRENT OPERATING PROCEDURES  
BOARD OF DIRECTORS  
September, 2015**

**I. REPORTING RESPONSIBILITY**

- A. In addition to reports to its members through *The Sifter*, the Association website, and the annual meeting, the board shall, from time to time, make reports to the UW-Madison Retirement Issues Committee.
- B. Board reports: Each year the president-elect prepares an annual report of Association programs and activities that is posted on the website and may be distributed at the new-retiree reception and included in membership renewals.
- C. Committee reports: Each committee prepares an annual report of committee programs and activities. This is provided to the board at the summer annual meeting or at the first monthly meeting of the new academic year and is posted on the Association website

**II. COMMITTEES AND ACTIVITIES**

- A. PROCEDURES FOR THE RECRUITMENT AND APPOINTMENT OF COMMITTEE MEMBERS
  - 1. Committees recruit and appoint their new members. The chairs and co-chairs of committees are recommended to the board for approval.
  - 2. The board encourages the members of each committee to nominate persons to serve as chairs and co-chairs of their respective committees.
  - 3. All committees shall have co-chairs whenever possible as well as a reasonable number of members to provide for shared responsibilities. If possible, committees shall seek representation from all three membership groups (university staff, academic staff, faculty) and from Extension, System Administration, Colleges, UW Health, Wisconsin Alumni Association, Wisconsin Alumni Research Foundation, the UW Foundation, and UW-Madison campus as appropriate.
  - 4. Each year the chairs of each committee ascertain the willingness of committee members to continue their service on their committees.
  - 5. Resignations from committees normally become effective immediately. Appointments to committees are made throughout the year.
  - 6. New appointments are normally made as soon as possible.
  - 7. There are no fixed terms of service on any committee.
  - 8. Each member of the board of directors assumes responsibility each year for identifying prospective committee members from the Association's membership.

9. Chairs of committees shall serve as advisors to the board and are welcome to attend monthly meetings of the board of directors. The executive director shall include them on the agenda distribution list.
10. If possible, each board member shall serve on a standing committee.

#### B. GENERAL PROCEDURES

1. Other than the Nominating Committee, which is explicitly mandated in the Association's bylaws, committees may be created or disbanded, as appropriate, by the board.
2. The Association provides the chairs of committees a number of appropriate gifts that may be offered to program presenters and luncheon speakers in lieu of monetary honoraria.
3. All outgoing board members and officers will receive a gift, usually selected from the gifts available to speakers. In addition, standing committee members will receive a gift in each year that they have completed three years of service.
4. The Association shall have a document retention policy in place. It shall note that financial and membership records are to be retained indefinitely. See document in the appendix for further details.
5. The board shall have a policy on disclosure of conflicts of interest by board members, officers, committee chairs, and staff. Such disclosures will be updated annually.
6. The board shall periodically review the Association's dues structure. The membership year extends from July 1 through June 30 of each year. Members may choose from among the following categories.
  - Regular one-year membership; can be for multiple years. New members who join after January 1 are enrolled through June 30 of the following year, thus giving them up to six months of "free" membership.
  - Bargain membership: six years for the price of five.
  - Out-of-area membership: half-price membership for members outside 535, 537, and 539 ZIP codes; *Sifters* by email only.
  - Life membership: nonrefundable and available only if one member of the household is receiving a Wisconsin Retirement System annuity.
  - Not yet retired: half-price membership with *Sifters* by email only.

#### C. CURRENT COMMITTEES

1. **Membership:** This committee seeks to maximize membership in the Association. Its efforts focus primarily on gaining members from the most recent retirees and also on encouraging renewals. The board currently offers new retirees a complimentary subscription to *The Sifter* as well as certain privileges offered to members, including registering for and attending most Association activities and events, for six months following their retirement.
2. **Luncheons:** This committee organizes several luncheons each year, highlighted by a speaker from either the university or the Madison

community, and typically preceded by a morning program. The committee presents four luncheons each year, two in the fall, one in the winter, and one in the spring timed to coincide with the annual meeting.

3. **Financial Matters in Retirement:** This committee offers a monthly program, September through May. The scope of its agenda is indicated by its title.
4. **Retirement Challenges:** This committee offers programs over a wide variety of nonfinancial issues of concern to retirees, e.g., health matters, use of emergency services, personal records, and living a fulfilling retirement. It normally presents two programs each semester.
5. **Travel:** This committee typically organizes one-day travel opportunities leaving by bus from Madison. Destinations are usually historical, educational, and interesting sites. Prices include transportation, admission fees, gratuities, and lunch. The committee welcomes suggestions for trips from the membership.
6. **Auditors:** This committee consists of a small number of experienced UW-Madison administrators called on by the executive director to audit the treasurer's books annually and to offer advice concerning the fiscal management of the Association.
7. **Volunteering:** This committee encourages and supports volunteering among members in the community and on campus. It also provides oversight of the School Partnerships Program, which encourages financial and volunteer support for all schools.
8. **Social:** This committee plans events that provide opportunities for members to come together to have fun, meet new friends, and network with colleagues.
9. **Communications:** The Communications Committee's charge is to enhance communications among and between members of the UW-Madison Retirement Association as well as those individuals and groups outside of the organization, including those who are potential members. It serves as a sounding board, providing advice and consultation on both *The Sifter* and the Association's website.
10. **Budget:** The Budget Committee is charged with developing an operating budget for the following year based on a draft created by the treasurer. Members include the treasurer, president, past president, president-elect, executive director, and other Association members as needed. The budget shall be discussed and approved by the board in sufficient time to be considered by the membership at the Association's annual meeting.
11. **Electronic Technology:** This committee assists Association members to stay abreast of changing electronic technology, which may include devices such as computers and tablets, telephones, cameras, and printers, and software applications like library software, social networking, and Skype.
12. As conditions and activities warrant, the board may find it useful to establish ad hoc working groups, committees, programs, or positions. Such situations shall be discussed by the board, and if such

committees or positions evolve into standing committees or appointments, board approval will be required.

D. OTHER ACTIVITIES

1. **The Sifter:** The monthly (September through June) newsletter is an important vehicle for announcing programs, for reminding members of important pension details from federal or state government, and for soliciting donations to activities supported by the Association. The editor of the newsletter, whose appointment is discussed with and approved by the board, is welcome to attend board meetings and may consult with the executive director and the Communications Committee.
2. **Support for Schools:** This important activity promotes volunteering possibilities and financial support from Association members for needs not accommodated by the school budget. Announcements concerning this activity appear regularly in *The Sifter*.
3. **University Grants:** The board will provide financial support of \$1,000 annually to the dean of students' crisis fund and provide up to \$1,000 financial support to other university organizations as decided by the board
4. **Website:** The Association's website is an important communication vehicle for the membership. The website manager is welcome to attend monthly board meetings and is included on the monthly board agenda distribution list. The manager consults with the executive director and Communications Committee to maintain and update the website as needed.

III. OFFICERS AND BOARD OF DIRECTORS

- A. New officers and new members of the board of directors are elected by the membership at the annual meeting from a slate proposed by the Nominating Committee. They assume office at the end of the annual meeting at which they are elected.
- B. By design and precedent, the office of president-elect has rotated each year among faculty, academic staff, and university staff.
- C. By design and precedent, the selection of the three members-at-large each year for three-year terms on the board of directors has involved the nomination of one each from among faculty, academic staff, and university staff.

IV. USE OF MEMBER INFORMATION

- A. **Basic premise:** The membership list of names and addresses is considered private information within the Association. It is never given out to another organization. It is given to board and committee members for matters related to the Association with that full understanding concerning privacy. The information contained in the online membership list is provided solely for the private use of, and to facilitate communication among, Association

members. Any other use for personal or commercial gain is strictly prohibited.

- B. **Cooperation with Other Organizations:** With board (or executive committee) approval, the membership list can be used to mail, under the direct auspices, the materials of another organization at their expense and with full notification to the membership of the reasons for approving the particular mailing with the assurance of continued privacy of their membership information.

#### V. PRESIDENT AND PAST PRESIDENT

- A. At his/her discretion, the president may request past presidents to function as an informal advisory panel to try out or solicit ideas about the Association, which might then be brought before the board of directors for action. Ideas requiring board action shall not be implemented without formal board approval.
- B. The outgoing president assumes responsibility in the spring near the end of his/her term for inviting all current and previous officers and board members to a casual luncheon for the purpose of maintaining contacts and exchanging news of each other's current activities.

#### VI. EXECUTIVE DIRECTOR

- A. **APPOINTMENT:** The executive director of the Association is a volunteer appointed by the board of directors. S/he serves as the public face of the Association. S/he sits on the board with a voice but no vote and presents reports to the board as appropriate.
- B. **GENERAL DUTIES AND TASKS**
  - 1. Maintaining membership and mailing lists
    - a) Enter all data into the Access database as new and renewal memberships come in. Ensure that data for new members is entered into the online membership directory.
    - b) Enter address changes; Bulk Mail currently has a program to identify changes after each mailing.
    - c) File paper copies of computerized data as backup.
    - d) Forward checks to treasurer.
  - 2. Maintaining all nonfinancial records of the Association
  - 3. Coordinating the publication of *The Sifter* with the editor, layout designer, and printer
    - a) Work with editor and printer as needed.
    - b) Send mailing lists to Extension Bulk Mail.
    - c) Forward bills from printer and Bulk Mail to treasurer.
  - 4. Coordinating the payment of bills with the treasurer

5. Communicating with the website manager as needed about such topics as the online membership directory, items to be posted on the website, and the needs of the Association
6. Communicating with the membership
  - a) Serve as first point of contact with members or potential members who have questions, wish to make reservations, or want information about the Association and its activities.
  - b) Write and send electronic messages to members concerning updates, reminders, and new program information.
7. Assisting committee chairs, e.g., with speaker gifts
8. Performing other office work
  - a) Order supplies: brochures, letterhead, envelopes, name tags, etc.
  - b) Monitor Association's voice mail and email at the office and respond as needed.
  - c) Suggest items for inclusion on website.
  - d) Compile list of suggestions offered by members when they respond on the application for renewal.
  - e) Order gifts for speakers, about every two to three years.
  - f) Prepare agenda for each board meeting and the annual meeting in consultation with the president.
  - g) Back up all files daily, including the membership database, on a storage device that is kept off site.
9. Miscellaneous
  - a) Maintain contact with people who provide special help, e.g., staff at Extension Bulk Mail, Secretaries of the Faculty, Academic Staff, and university staff, Benefits Services, Human Resources, and Division of Continuing Studies.
  - b) Attend monthly meetings of the Wisconsin Coalition of Annuitants. Serve as the voting director.
  - c) Convene auditors for periodic meetings to review state of finances and obtain advice for board.

9-8-15

## APPENDIX

### UW-MADISON RETIREMENT ASSOCIATION RECORDS DESTRUCTION AND RETENTION POLICY

The following table provides the minimum requirements.

| <u>Type of Document</u>                                             | <u>Minimum Requirement</u> |
|---------------------------------------------------------------------|----------------------------|
| Accounts payable ledgers and schedules                              | 7 years                    |
| Audit reports                                                       | Permanently                |
| Bank reconciliations                                                | 2 years                    |
| Bank statements                                                     | Permanently                |
| Contracts, mortgages, notes and leases (expired)*                   | 7 years                    |
| Contracts (still in effect)                                         | Permanently                |
| Correspondence (general)                                            | 2 years                    |
| Correspondence (legal and important matters)                        | Permanently                |
| Correspondence (with customers and vendors)                         | 2 years                    |
| Deeds, mortgages, and bills of sale*                                | Permanently                |
| Depreciation schedules*                                             | Permanently                |
| Duplicate deposit slips                                             | 2 years                    |
| Employment applications*                                            | 3 years                    |
| Expense analyses/expense distribution schedules                     | 7 years                    |
| Year-end financial statements                                       | Permanently                |
| Insurance policies (expired)                                        | 3 years                    |
| Insurance records, current accident reports, claims, policies, etc. | Permanently                |
| Internal audit reports                                              | 3 years                    |
| Inventories of products, materials, and supplies                    | 7 years                    |
| Invoices (to customers, from vendors)                               | 7 years                    |
| Minute books, bylaws and charter                                    | Permanently                |
| Patents and related papers*                                         | Permanently                |
| Payroll records and summaries*                                      | 7 years                    |
| Personnel files (terminated employees)*                             | 7 years                    |
| Retirement and pension records*                                     | Permanently                |
| Tax returns and worksheets                                          | Permanently                |
| Timesheets*                                                         | 7 years                    |
| Trademark registrations and copyrights*                             | Permanently                |
| Withholding tax statements*                                         | 7 years                    |
| <br><u>Electronic Data Management</u>                               |                            |
| Financial records—maintained in Excel, formerly QuickBooks          | Permanently                |
| Membership data base—maintained in Access                           | Permanently                |

Note: Electronic documents shall be backed up regularly, with original and back-up copies stored in different locations.

\* Not applicable at this time.

1-13-15