



# Policies and Procedures Manual of



## The Retired Men's Association of Greenwich, Inc

Approved by the Board of Directors on August 7, 2019  
(As modified by the Board on March 4, 2020 (page 23-Budget Committee members))

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The Retired Men’s Association of Greenwich, Inc. was founded on March 10, 1954 as the Coffee Hour Club. It was formally organized with a Constitution and By-Laws on October 13, 1954 under the name "The Retired Men’s Association of Greenwich." The statement of purpose was "to provide means for the friendly association of men who have retired from their regular profession, business or trade." The organization was officially incorporated on March 9, 2011 by filing a Certificate of Incorporation with the Secretary of the State of Connecticut. The Certificate was amended on October 20, 2018 to define the organization as a 501(c)(7) – [no income tax and no tax deductible charitable donations].

The foundations of the Retired Men's Association (RMA) are built around fostering three objectives:

- Volunteerism
- Fellowship
- Service

The Policies & Procedures Manuals aim is to strengthen and improve these three objectives and provide a helpful guide to those responsible for running RMA.

**MISSION**

The Mission of the Retired Men’s Association of Greenwich is to provide fellowship to its members, support services to the community and encourage volunteerism. Part of RMA’s community service involves free lectures open to the public.

**STATUS AND FUNCTION OF THE POLICIES AND PROCEDURES MANUAL**

The Retired Men's Association, Inc. (RMA) operates under three primary documents in order of priority:

1. Certificate of Incorporation
2. By-Laws
3. Policies and Procedures Manual

The first two documents are approved by the Board of Directors and the Membership. The Policies and Procedures Manual is periodically revised with the approval of the Board of Directors and must conform to the Certificate of Incorporation and By-Laws.

As described in Section 5 of the By-Laws, the Board of Directors established the Policies and Procedures Manual on May 6, 1981. Unlike the Certificate of Incorporation (which is the formal state recognition of RMA as a corporation on February 18, 2011) and the By-laws (which function as RMA's Constitution), the

Policies and Procedures Manual is less formal and sets forth policies, rules and procedures that guide the Officers and Committee Chairmen in carrying out the everyday business of the RMA.

Should this manual not provide the desired answer to a policy or procedural question, the reader should consult the President or a Vice President. Copies of all three documents noted above can be found on the RMA website at <http://greenwichrma.org/useful-links/>. The RMA Secretary maintains a printed copy of the current versions.

Additional details concerning specific practices, instructions and useful forms can be found in the RMA Archive which is stored in the cloud on OneDrive. Extensive documentation of how various tasks have been performed provides detailed histories describing how each Committee Chairmen has accomplished his responsibilities. Access is limited to the six Officers, the Archivist Committee members and other authorized persons in order to protect the integrity of these files. The information contained in the Archive may be helpful beyond what can be passed down verbally. It also includes the Minutes of the Board of Directors and detailed financial information, including tax returns.

## **Modification of RMA Primary Documents**

Any Member may propose modifications to the three primary documents governing the RMA by written submission to the President. In addition, it is the duty of the 2<sup>nd</sup> Vice President to review the Policies and Procedures Manual during his term and recommend updates to the Board of Directors. In either case, the President shall establish a Special Ad Hoc Committee to review such proposals and make recommendations to the Board of Directors.

If approved by the Board of Directors, proposed modifications to the Certificate of Incorporation or By-Laws shall be announced to the Members at a regular Membership meeting and published in the Cigar Box Bulletin (CBB) before being submitted to a vote of the Membership at the next Membership meeting at least ten (10) days after publication. As a courtesy, the text of the proposed modifications shall be posted on the Member Bulletin Board prior to the Membership meetings at which they are announced and voted on. Approval requires a majority of the Members in attendance at the Membership meeting. Proposed modifications to the Policies and Procedures Manual shall be subject to a two-thirds vote of the Board of Directors at a regular meeting at which a quorum is present.

## **OFFICERS**

**PRESIDENT:** The President is the Chief Executive Officer of the RMA and shall preside at all Membership meetings and Board of Directors meetings and perform such other duties usually pertaining to his office. He shall designate the Chairmen of Appointed and Ad Hoc Committees. In case the President is not available, the ranking Vice-President shall assume the duties of the President.

All other officers and Standing Committee Chairmen report to the President.

**VICE PRESIDENTS:** Under the direction of the President, the First, Second and Third Vice Presidents are responsible for the oversight of the specific Committees and Activities specific duties outlined in Appendix A which shall be posted on the RMA website at <http://greenwichrma.org/useful-links/vp-responsibilities/> or available from the Secretary.

As a general rule, a Vice President acts in support of RMA's activities, but does not direct them. That role falls to the Committee Chairmen who report to a specific Vice President. He should be aware of what is going on in the activities he is responsible for and step in if he feels that closer guidance would help. Although some responsibilities are assigned to balance the workload, responsibilities are mostly distributed as follows:

**First VP:** Primarily supports the President, overseeing Committees responsible for functions relating to Membership meetings.

**Second VP:** Primarily supports the RMA infrastructure, communications and technology. He is specifically responsible for reviewing the Policies and Procedures Manual each year to ensure that it is accurate and current.

**Third VP:** Primarily supports Member activities outside of Membership meetings.

The President may assign special tasks and duties to Vice Presidents as dictated by the needs of the RMA.

Each Vice President shall present a brief report to the Board of Directors once each quarter, reviewing any issues or problems that may have arisen in his area of responsibility.

The Vice Presidents should ensure that each leader of a Committee or activity under his jurisdiction is familiar with this Manual and any other relevant documents relating to his area of responsibility. Three months prior to the end of RMA's fiscal year (April 30<sup>th</sup>), each Vice President should request such leaders to submit any recommended revisions to the Policies and Procedures Manual relating to his Committee or activity and any other ideas for improvement.

Because the Appointed Committees are chaired by Members appointed by the President at the beginning of his term, the 1<sup>st</sup> Vice President shall organize a January advisory meeting with the 2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents to review existing Appointed Committee Chairmen and their backups. This meeting would focus on Appointed Committee leadership where changes might be beneficial to the RMA and use the deliberate appointment process to address necessary improvements. The result of this review would be a preliminary list of those individuals whom the incoming President would announce as appointed Chairmen in March when the Nominating Council announces its proposed slate of Officers and Standing Committee Chairmen. The 1<sup>st</sup> Vice President may seek the advice of the Nominating Council when deciding on these appointments.

**TREASURER:** The Treasurer is responsible for receipt of funds pertaining to RMA activities. Ideally he is supported by an Assistant Treasurer. RMA funds are obtained:

- annually from the Membership Chairman as Members pay their dues (see ***Membership Committee/Annual Dues***)
- from the Membership Chairman when a new Member is inducted and pays his dues
- at weekly Membership meetings from Cigar Box collectors and any secondary Cigar Box
- from the Special Events Chair(s) when collected
- from the Chairmen of the Annual Banquet and Annual Picnic when collected
- from the Chairman of any other Committees when aggregate collections for a function, such as dues, participation fees or special celebrations, exceeds \$100 because such activities are a part of what RMA is
- from interest earned
- from any other appropriate source

Funds should be deposited by the Treasurer into the RMA bank account as soon as practicable.

***Authorized Signatures:*** The current President, First Vice President and Treasurer are the three RMA authorized signers on all RMA accounts with financial institutions. These officers have full signature authority for all such accounts. An Assistant Treasurer, if any, shall also be an authorized signer. At the first Board of Directors meeting in May, the Secretary shall move that the Board approve the necessary changes to reflect the current Officers. If approved by a majority vote of the Board, the Secretary shall certify this action to RMA's financial institutions and provide other documentation as required as authorization for the new signers on RMA's accounts.

If an authorized signer can no longer function for any reason, he shall be replaced as an authorized signer by a majority vote of the Board. The Minutes of the relevant Board meeting when such an action occurs shall reflect the new person(s) as authorized signer(s) for RMA's relationships with its financial institutions. The Treasurer, in coordination with the Secretary, shall arrange for the updating of the financial institutions signature documents.

***Disbursements:*** Funds are disbursed by check upon receipt of invoices or other appropriate documentation approved by the responsible Committee Chairman or Officer and submitted to and approved by the Treasurer. If a Member seeks reimbursement for his purchase of goods or services for RMA using a personal credit card, additional documentation in the form of credit card receipts shall also be submitted to the Treasurer. If an expense is paid using an RMA-owned credit card, the same documentation requirements shall apply.

***Financial Statements:*** A brief statement of receipts, expenditures and balance of funds, in a format approved by the Board, shall be presented to the Board at each Board meeting. Every meaningful category of proposed income and expenditure for each annual budget shall be itemized in separate budget lines. The Treasurer is authorized to pay RMA bills up to the amount budgeted under each budget line if appropriately documented. The President may approve requests for payments above budgeted lines up to and including \$500.00 in total in any fiscal year and must report them to the Board. Any requests for payments beyond the total \$500 Presidential limit, or for any unbudgeted items, must be approved by the Board before payment can be made.

The President shall retain a small number of blank checks to disburse funds in the same manner as the Treasurer in the event the Treasurer and Assistant Treasurer, if any, are not available.

***Annual Financial Report and Budget:*** As soon as practicable after May 1, the Treasurer shall present an annual financial report to the Board of Directors comparing the just-passed fiscal year financial results with that of the previous year and the budget. At the same meeting of the Board, the Treasurer shall present a proposed budget for the current fiscal year based on RMA's history and any known plans for the new fiscal year. After Board approval of the proposed budget, the Treasurer shall present the annual financial report and the proposed current-year budget to the RMA Membership. Both documents shall be posted on the Member's bulletin board for two successive Membership meetings. The Treasurer shall request approval of the proposed budget by the Membership at that second meeting.

If the Board fails to approve the proposed budget at the meeting specified above, the Treasurer shall present the past fiscal year's annual financial report to the Membership as stipulated. The President shall call a special meeting of the Board after receipt of notice from the Treasurer that a modified budget is ready to be presented to the Board (unless the next regularly scheduled Board meeting is to be held within a week of receipt of such notice). When the modified budget is approved, the Treasurer shall present it to the RMA Membership at the Membership meeting immediately following the Board meeting and post it on the Member's bulletin board for two successive Membership meetings along with the approved annual financial report posted previously. The Treasurer shall request approval of the proposed budget by the Membership at that second meeting.

If the Membership fails to approve the budget, the same process stipulated for Board rejection shall be followed.

***Official Filings:*** The Treasurer is responsible for the preparation and filing of all reports or documents required by government authorities including, but not limited to, RMA's Federal tax return and the Annual Report to the State of Connecticut. The latter document should be filed each year immediately after the installation of the new RMA Board of Directors. The Annual Report requires the listing of all members of the Board of Directors.

RMA's Federal tax return, normally form 990-EZ, is due by September 15<sup>th</sup> based on the fiscal year ending on April 30. The Treasurer shall send his proposed version of the tax return to Board members by email attachment for review as soon as reasonable after the end of the fiscal year. After review and Board approval by majority vote at the next Board meeting, or by email if necessary, the Treasurer is authorized to sign and file the RMA Federal tax return.

***Records:*** The Treasurer will maintain Treasurer-related records as stipulated in the Board-approved Records Retention schedule (see Appendix B). This shall include any RMA-signed contracts; i.e., insurance, rental or other official agreements relating to all RMA financial obligations. When such contracts require renewal or replacement, the Treasurer shall initiate timely requests for quotations and/or renewal and keep Board members apprised of the timing and cost of such contracts.



Additional significant records, including monthly and annual financial reports to the Board, financial details for each RMA Annual Banquet, Annual Picnic and Special Event trip, shall also be kept by the Treasurer. Bank statements and copies of checks can be obtained from the bank for seven years. The Treasurer shall coordinate retention of his records with the Archivist. An annual calendar showing when reoccurring charges are due should be prepared and updated each May and shared with the President.

As soon as reasonable after the end of the fiscal year on April 30, the Treasurer shall request the chairman of the Financial Review Committee to inspect the year-end financial records and report his findings to the Board of Directors as soon as practicable. After acceptance of the report by the Board, a brief statement of the review shall be posted by the Financial Review Committee Chairman on the RMA Bulletin Board for two consecutive weeks.

**SECRETARY:** The Secretary shall record and report the Minutes of each Board of Directors meeting. This shall include:

- Attendees by name
- Record of all votes with the names of the persons making and seconding the motion, and the final vote tally with the names pro and con. Unanimous votes shall be recorded as "Approved by Unanimous Consent."
- Reasons behind major decisions
- Approved action items, including to whom the action is assigned and the due date, if specified.

The Secretary may review the draft with the President for comments before issuing them to the Board, but the Secretary has the final say on the content of the Board Minutes.

He shall distribute the draft Minutes to all Board members by electronic means prior to the next monthly Board meeting. After approval of the Minutes at the Board meeting following the distribution of the draft Minutes, he shall provide a final digital copy of the Minutes to the Archivist for the RMA Archive and retain a copy in the Secretary's records. Any reports submitted to the Board, such as the Treasurer's financial report, shall be appended to the approved minutes for records retention.

After the election of Officers at the last Membership meeting in March, the Minutes of the April Board meeting shall include the official list of the RMA Board Members, Officers, Standing and Appointed Committee Chairmen and any Assistant Chairmen. This list shall include appropriate contact information for each person listed. The Secretary shall distribute this digital list to all Board members, to the Cigar Box Bulletin Committee for inclusion in the next CBB, to the Website Committee to update the website, and to the Setup Chairman for the Bulletin Board.

When a Board notice is required to the Membership, the Secretary shall provide a copy of that notice to the Cigar Box Bulletin Committee to send to the RMA Members with that week's CBB or via a separate email to the Membership. He shall provide a copy to the person in charge of the RMA bulletin board for posting.

The Secretary shall keep an official hard copy of the Certificate of Incorporation, By-Laws and the Policies and Procedures Manual for reference during Board meetings. He is also responsible for preparing,



publishing and distributing any other correspondence or documents requested by the President or the Board of Directors in the manner stipulated.

The Secretary and the President are RMA's legal representatives. When new officers are elected and eligible for check-writing privileges under RMA's By-Laws, the Secretary will arrange with RMA's financial institutions to add or delete signers to RMA's accounts as appropriate.

## **NOMINATING COUNCIL**

The Nominating Council is an independent committee that is accountable only to the Membership. Its function is described in the By-Laws, Section 8, NOMINATIONS AND ELECTIONS. An annual review of Section 8 of the By-Laws by the Nominating Council is advisable because of the Nominating Council's central role in selecting RMA's leadership.

The Council is comprised of five individuals; the two most recent past Presidents plus three at-large RMA Members. The at-large Members shall serve staggered three-year terms, with one member being elected each year at the Membership meeting at which the new slate of Officers and Standing Committee Chairmen are elected. The immediate past President serves as the Nominating Council Chairman.

The Council is charged with identifying, recruiting and proposing leaders willing and able to serve RMA either as elected officials or as a non-elected Standing Committee Chairmen. Because the Nominating Council reviews the entire Membership for candidates, they should be aware of the needs of all Standing and Appointed Committees. The Nominating Council should be free to suggest to any Committee Chairman potential candidates to serve on his Committee. Additionally, the Nominating Council should recommend to appropriate Members that they volunteer to serve on various Committees. Finally, the Nominating Council should remind all Committee Chairmen of their responsibility to develop adequate backup for their responsibilities.

If the Nominating Council deems it appropriate and helpful, they might discuss a prospect for a particular position with the current president and/or one or more of the Vice Presidents.

The Nominating Council presents a slate of proposed candidates for election to the Membership during the next-to-last Membership meeting in March. Members may make nominations from the floor. The election normally occurs at the last Membership meeting in March with the new slate assuming office on May 1st.

If an Officer, Director or Standing Committee Chairman needs to be replaced during his term for any reason, the Nominating Council shall recommend a replacement to the Board of Directors. Such interim appointments shall take place with concurrence of two-thirds of the Board of Directors.

## COMMITTEES – GENERAL

### Committee Operations

The activities of the RMA are conducted through the Standing and Appointed Committees. Periodically, Ad Hoc Committees are formed for specific circumstances as appropriate.

The basic functions of all Committees are covered in Sections 13 and 14 of the RMA By-Laws and further defined in this Policies and Procedures Manual.

All Committees shall be governed by these general policies:

#### Committee Chairmen:

- shall determine the size of the Committee, guide its members and schedule and lead Committee meetings and its activities in a manner consistent with the standards and principles of the RMA
- shall ensure that a backup is in place who can assume the Chairman's duties and he may appoint a Vice Chairman to act in his absence or alternatively he may propose a Co-Chairman
- should periodically prepare or update a policies and procedures memo about the workings of his Committee's activities and any forms or documents used in those activities. These memos are intended to assist succeeding Chairmen in assuming the duties of Chairman and to ensure that important intermittent tasks are not overlooked. Digital copies shall be provided to their successors, the Vice President responsible for that Committee and the RMA Archivist. If a Committee Chairman believes a modification of this Policies and Procedure Manual is desirable relating to the activities of his Committee, he shall propose modifications of the Manual to the Second Vice President
- may present relevant issues to the full RMA Membership
- should refer controversial matters of any nature to the Vice President responsible for that Committee and to the President and/or the Board of Directors as soon as possible
- should consult on a regular basis with, and report any material changes to, the Vice President responsible for his Committee

Each Committee shall be under the supervision of either the President or one of the Vice Presidents as described on the RMA website at <http://greenwichrma.org/useful-links/vp-responsibilities/> and in Appendix A to this Policies and Procedures Manual.

Each Vice President is responsible for assuring the efficient and effective functioning of each Committee that reports to him. He shall present an annual report to the Membership at the last Membership meeting in April regarding the activities of those Committees that report to him.

Information about RMA activities may be found in various places including the RMA website, the RMA Archive and in materials maintained by the Committee Chairmen. The Archive includes digital copies of instructions, forms and other useful or historical documents. If the desired resources are not available digitally in either location or, if a Member does not have access to the Archive, he should contact the

Chairman of the Technology Committee to either obtain that material, gain access to the Archive or suggest that such information be added to the Archive and/or the website.

## STANDING COMMITTEES

The Chairman of each Standing Committee shall be nominated by the Nominating Council and elected by the Membership at the last Membership meeting in March.

The RMA has seven Standing Committees. The Chairmen of four Standing Committees are Board members:

- Membership
- Program
- Publicity
- Special Events

The Chairmen of three Standing Committees are not Board members:

- Financial Review
- Cigar Box Bulletin
- Volunteers

## Membership Committee

The Membership Committee is composed of a Chairman and associates whose tasks include:

- Recruiting new Members
- Guiding prospective candidates toward Membership
- Maintaining appropriate Membership records and information desired by the Directors, Officers, Committee Chairmen and other Members to achieve RMA objectives
- Ensuring the accuracy of all information in the Membership Database
- Working with Mentors and other groups on Membership matters

There is one class of RMA Membership: "active."

***Recruiting New Members:*** Recruitment of new Members is the lifeblood of the organization. In conjunction with the Publicity, Mentoring and Volunteering Committees and any others willing to help, the Membership Committee shall develop programs to attract new members.

***Prospective Candidates for Membership:*** Candidates for RMA Membership are males, age 55+, who reside in Greenwich or nearby communities. Active RMA Members often sponsor a candidate, but walk-in candidates are eligible as well and a sponsor will be assigned to any prospective candidate who does not select a Member as his sponsor. Two sponsors for each candidate are preferred. Any questions as to the qualifications of a candidate should be presented to the President by the Membership Committee Chairman or by any Member for such action as the President deems appropriate.

***Mentors, Sponsors and the Membership Committee:*** The role of Mentors, sponsors and the Membership Committee is to insure the prospect is generally informed about RMA matters prior to applying for Membership and beyond. While a candidate, the Membership Committee, sponsors and Mentors should ensure that the candidate has received an information packet containing materials appropriate to inform the candidate about RMA. It is important to remember that, once a candidate is inducted, regular follow up and engagement by Members, sponsors and Mentors will more quickly help the new person assimilate into RMA.

***Information about the Candidate:*** The Membership Committee shall ensure that RMA obtains adequate information about the candidate for RMA purposes while being sensitive to the candidate's willingness to share information. The RMA application form should be periodically reviewed and approved by the Board to insure pertinent information is requested. The form should request both essential information for the Membership Database and additional information about personal interests and skills of the candidate.

***Induction:*** To qualify for induction, candidates must attend two full Membership meetings as a candidate during a six-month period. At each meeting he attends, although they need not be in succession, he must register as a guest and be recognized during that day's Membership Committee report and ideally be mentioned in that week's CBB. Upon submitting his application and completing his obligations as a candidate, he becomes eligible for induction as a Member during his third meeting.

The Membership Committee should notify the candidate and his sponsors of his eligibility for Membership and set up an appropriate induction date. The President should be informed in advance. Appropriate business attire (jacket and tie) is encouraged. Dues are payable by check at induction. Remarks by the sponsors should be brief, providing their insights about the candidate. One induction per week is preferred.

The Membership Chairman, his assistant or the President shall preside over induction ceremonies. A favorable vote of the Members in attendance is required for the candidate to become a Member and receive his RMA pin, name badge and other materials. He should then have an opportunity to make brief acceptance remarks.

After induction, the Membership Committee shall ensure that the new Member's information is:

- entered in the Membership Database
- digitized (the application and introductory material) and sent to the Archivist for retention
- shared with the CBB scribe and Publicity Chairman

Should there be any question about a Member's behavior being harmful to the RMA, the President will consider appropriate action.

***Membership Database:*** The Membership Database shall contain information about or related to current and past Members and about each Member's spouse. This includes information on surviving widows and spouses who are caregivers to a Member or former Member who is incapacitated.

The Membership Committee is responsible for maintaining accurate, up-to-date Membership records. The Board will periodically review and approve the information that is to be included.

The Membership Committee shall periodically remind Members to update their records.

Information in the Membership Database is for internal RMA business use only and shall not be shared or available outside of RMA for any purpose. Violations of this restriction are to be reported to the President and Board of Directors. This restriction should be printed at the top of each Member-data spreadsheet in the Membership Database. The Database shall also contain the date of most recent update on every spreadsheet.

The Membership Database shall be made available to the Directors, Officers and Standing Committee Chairmen as needed in connection with the performance of their RMA duties. Those authorized to receive the Membership Database should be able to obtain an up-to-date version on-line at any time.

If a Member, other than those specified above, desires a Membership Database, he should request it from the Membership Chairman who may direct the creation of an abbreviated Membership Database for this purpose. Members should generally have a specific, RMA-related reason for obtaining the Database. If the Membership Chairman denies a Member's request, an appeal may be made to the President.

When RMA learns of a Member's death or permanent move outside our area, the Membership Database should be updated while retaining that information for historical purposes. Upon notice of the death of an active Member, the Membership Committee, using RMA stationery, shall prepare a printed condolence letter to be sent to the surviving wife or significant other or next of kin for signature by the President. The same shall be true when RMA receives notice of the death of a Member's spouse.

The Membership Committee shall remove the deceased Member's badge from the active badges and add the surviving wife or significant other's contact information to the RMA Ladies list (widows and caregivers) in the Membership Database for contact regarding specific occasions such as the RMA Annual Banquet and Annual Picnic, and to receive the current CBB if desired. This individual is not a Member and is not subject to dues.

If a living Member is incapacitated and not likely to return to active RMA Membership and his dues for the current year are unpaid, the Membership Database shall be appropriately updated.

RMA Ladies shall remain on RMA's mailing lists until they either unsubscribe or they inform RMA that no further contact is desired at which time that record will be deleted from the Membership Database.

***Annual Dues:*** RMA Membership is limited to those who have paid their annual dues within a six-week period after the annual May 1st due date or have paid pro-rated dues at the time of induction. Checks (no cash) shall be paid to the order of RMA and presented to the Membership Chairman or mailed to: Greenwich RMA, Inc. c/o Membership Chairman, 37 Lafayette Place, Greenwich, CT 06830.

During the dues collection period, the Membership Chairman will coordinate with the Treasurer to work on the collection and notification process to advise individual Members of their dues obligation.

The Membership Chairman shall advise the President and the Board regarding Membership statistics and, when appropriate, provide the names of Members who have not paid their dues so that Board members can follow up with persons whom they know.

After the six week grace period, the Membership Database shall register those Members who have not paid dues. This group is considered former Members and their data should be transferred to the former Members list after several months as determined by the Membership Chairman.

Any former Member who's Membership has lapsed for non-payment of dues may reinstate his Membership by paying the full annual dues and need not reapply to be a Member. His dues shall normally not be prorated as a penalty for ignoring his obligation to pay in a timely manner unless a specific waiver is granted by the Membership Chairman.

When a new Member is inducted in a month other than May or June, when full annual dues is required, his dues shall be prorated to an amount that adjusts for the remaining months in the dues cycle. Pro-rated dues would result in 90% of the annual amount due in August, 80% of the annual amount due in September, etc.

***Name Badges:*** The Membership Committee is responsible for insuring that every Member has a badge for identification at Membership meetings and other appropriate events. A temporary hand-written badge, distinct from a printed Member badge, should be issued to guests and prospective candidates for Membership prior to induction.

At the third Membership meeting in June, the Members responsible for badge maintenance and distribution shall hold aside all Member badges of those whose dues remain outstanding.

To help Members and guests identify the President, Vice Presidents and Past Presidents, their titles are included on color-coded badges as determined from time to time by the Membership Committee or the Board of Directors.

***Name Badge Maintenance and Distribution:*** Prior to each meeting, a volunteer team lays out the name badges that identify Members. They organize the badges alphabetically and distribute them as Members arrive at Membership meetings and collect them for re-use at the end of each meeting. Periodically, the team should obtain a current Membership Database and cross-reference it to their badges to identify and remove outdated badges.

***Reports-To-Membership:*** At each Membership meeting, the Membership Committee reports:

- The attendance count of Members, candidates and guests. Candidates and guests are introduced.
- The birthdays of members that have occurred since the last Membership meeting and celebrated by a rendition of "Happy Birthday".

- When a Member celebrates his 90th, 95th, or 100th birthday, the Membership Committee shall direct the Refreshment Committee to order a small cake or other appropriate celebratory treat which shall be presented to the birthday celebrant.
- At all RMA Membership meetings, the Membership Committee will make available, at the Membership Committee table, a blank sheet with the heading "Personal Announcements" on which RMA Members will be encouraged to enter information about themselves if they:
  - ✓ have returned from travel
  - ✓ are celebrating special occasions, such as anniversaries
  - ✓ have recovered from illness or have news on others who are ill

## Program Committee

The Program Committee's mission is to produce programs for the RMA that educate and inform the members on broad issues such as science and technology, economics, arts and literature, sports, history, law and justice, health and world and political affairs. This includes the operations of local businesses, governments and service organizations of particular interest to RMA members. The intention is to provide a good experience for the speakers and to establish a positive relationship with them both for future programs with them and for their contacts and suggestions for other speakers. The principal program objective is to offer RMA members, and the invited general public, stimulating and educational presentations on a wide range of subjects by experts in their fields.

The Program Committee is responsible for providing these program during the last hour at all Membership meetings. This does not include the Annual Banquet or when the schedule is modified for a holiday or special event. The Committee will meet on the second Wednesday of each month at 9:00 AM unless otherwise notified.

The Program Committee Chairman shall prepare and distribute program schedules and lists of proposed programs and related materials to Committee members in preparation for meetings of the Program Committee.

Five key factors used in the selection of speakers are that they:

- match the high standards of good fellowship and taste inherent in other RMA activities
- present a broad range of topics to address diverse interests, with occasional programs that address issues of particular interest to men of our age
- be experts or leaders in their field, not just good performers
- build RMA's reputation in the community as a welcoming and dynamic organization
- have a good experience so they are willing to return and to be a resource for future speakers and help RMA build a network of potential speaker contacts

For each program, a committee "Presenter" shall be the designated host. The Presenter will prepare a publicity flier and other publicity materials for each speaker to attract an audience. This material will be sent to the RMA Publicity Chairman and the Website Coordinator for distribution. The RMA



Publicity Chairman will distribute this information to RMA Members, the press and appropriate RMA mailing lists.

The Presenter will clarify with the speaker what RMA wants from a presentation and coordinate details for his or her visit. The Presenter will announce the program at the Membership meeting one week prior to the presentation date to encourage attendance and at the Membership meeting when the speaker is scheduled. The Presenter also introduces the speaker just before the speaker makes his presentation. He is also responsible for coordinating a luncheon for the speaker if the speaker is available.

The Program Committee shall establish procedures to handle special situations where a scheduled speaker cancels or otherwise fails to appear and shall arrange for a substitute program.

The Program Committee Chairman should coordinate with other groups in the area to identify potential speakers for the RMA.

## **Publicity Committee**

The three primary responsibilities of the Publicity Committee are:

- 1) to publicizing the various activities of the RMA to Members, special interest groups, the press and the community at large
- 2) to work in conjunction with the Membership Committee to develop programs or special events to attract new members
- 3) to encourage RMA Members to be involved in the life of our communities and promote interaction between the RMA and those communities

To this end, the Publicity Committee shall:

- Develop positive relationships with the press and other media outlets to publicize RMA events including, but not limited to, the RMA Speaker Series, the Melody Men, and other achievements of the RMA and its Members.
- Maintain relationships with other community service organizations and governments in the area to identify activities of mutual interest and benefit, and bring these to the attention of RMA Members.
- Publicize the benefits of RMA membership in the Greenwich area to encourage men to join.
- In conjunction with the Volunteer Committee, connect with community groups to identify volunteer opportunities for RMA Members.

The Publicity Committee shall maintain an email program, such as Mail Chimp, to maintain regular contact with the RMA Membership and various interest groups that receive RMA materials.

## **Special Events Committee**

This Committee provides Members with opportunities to participate in a wide range of events beyond regular RMA activities. Sufficient participation is required for each event to minimize per-person costs and ensure against financial losses.

Each event may be managed from inception by an RMA volunteer who is not the Special Events Committee Chairman. The Chairman may provide guidance with limited involvement. Responsibilities include securing group tickets, restaurant accommodations, charter bus transportation, establishing event costs and notification of the status of each event by means of a weekly announcement at Membership meetings and other communication methods. The Special Events Committee Chairman should develop and maintain appropriate instructions so that the volunteer in charge of the event can carry it successfully to conclusion. The Chairman should also maintain a list of appropriate suppliers such as bus companies, restaurants etc. with contact information to enable the volunteer to run a successful event essentially on their own.

The Committee shall maintain a list of committed and paid participants. When all available participant slots have been claimed, a Wait List will be maintained to replace committed participants who notify the Committee that they cannot attend. Refunds will be made only for expenses that have not been incurred. However, if the expense is fully committed, a replacement participant may substitute his payment for that of a person who has cancelled his participation, causing reimbursement in that way.

Appropriately documented check requests for prospective and past event expenses shall be presented to the RMA Treasurer to make advance payments or reimbursements. Reservation payments by participants for each separate event shall be given to the Special Events Committee and turned over to the Treasurer with a completed deposit ticket for bank deposit. The Special Events Committee Chairman may be authorized by the RMA Treasurer to utilize an RMA-owned credit card or an RMA controlled credit card payment mechanism where appropriate.

On the day of the event, the event manager facilitates the overall event arrangements. Alternatively, the Special Events Committee may coordinate with non-RMA groups for RMA Member participation in events managed by another party. The Special Events Committee may work with a professional travel organization.

## **Financial Review Committee**

The Financial Review Committee shall inspect the financial records at the end of each fiscal year and report its findings to the Board of Directors as soon as possible after fiscal year end. After acceptance of the report by the Board, a brief statement of the review shall be posted on the RMA Bulletin Board for two consecutive weeks.

## **Cigar Box Bulletin Committee**

The Cigar Box Bulletin (“CBB”) is the official record of all matters covered at each Membership meeting. The CBB weekly scribes and editors shall comprise the CBB Committee. The CBB Chairman shall arrange for proofreading each week’s edition, as he deems appropriate, in order to maximize its accuracy. The CBB shall be distributed by email by the Publicity Chairman or his designee. A few hard copies will be available at the following Membership meeting in quantities determined from time to time by the CBB

Chairman. This paper version is intended for those RMA members who do not receive emails and for guests who want further information about RMA's activities.

When a notice is required to be posted on the RMA bulletin board, the person generating that notice shall provide a copy to the CBB Chairman who shall determine whether to include it within that week's CBB or to send it to the RMA Members as an email blast.

## **Volunteer Committee**

The Volunteer Committee encourages volunteerism by RMA Members. Committee members record Member's volunteer hours both inside RMA and with outside organizations.

Hours must be volunteered, without compensation, to any charitable, educational, recreational, business, scientific, community or governmental organization that promotes the common good. The Committee Chairman designates RMA volunteers to record volunteer hours at each Membership meeting. The recorder should be stationed conveniently to collect Member data and should be on duty at least 30 minutes prior to the start of each Membership meeting.

The recorder will enter the reported hours in the Volunteer Hours spreadsheet. Hours accumulated, but not reported at a previous meeting, should be reported at the next meeting attended. At each Membership meeting, the recorder shall report the number of volunteer hours by all Members

- for outside agencies
- for RMA
- for the Melody Men at the end of each season
- totals and other statistics of interest during the annual Volunteer record cycle

The twelve-month volunteer-hours cycle starts on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the next year. The Chairman may post total cumulative hours for portions of the "volunteer-hours year" on the RMA bulletin board at his discretion to encourage Members to volunteer and report their hours.

By November 1<sup>st</sup> of each year, the Chairman of the Volunteer Committee shall provide the President with the names and total volunteer hours of the ten men reporting the greatest number of hours for the most recent volunteer-hours year. Suitable certificates shall be prepared by the Volunteer Committee for each of the ten men. The Members with the three highest volunteer hours shall be recognized and presented with award certificates at the Annual Banquet. The Members with the next seven highest volunteer hours shall be recognized and presented with award certificates at the next Membership meeting following the Annual Banquet.

When the term of the Volunteer Committee Chairman ends, he must deliver to the incoming Chairman and the Archivist a complete backup of the digital record of the volunteer-hours spreadsheet for the most recent reporting year and all supporting documentation that facilitates recordkeeping.

## APPOINTED COMMITTEES

RMA has numerous Appointed Committees whose titles and functions may change based on circumstances. Chairmen are appointed by the President and report to a Vice President. They are not members of the Board of Directors, but may be invited to attend Board meetings when requested by the President or another Board Member for a specific purpose.

The current Appointed Committees are:

- Annual Banquet
- Annual Picnic
- Activities/Get Involved
  - ✓ Inside Committees (volunteering to assist with managing RMA meeting activities)
  - ✓ Outside Committees (sports and recreational groups with other RMA members)
- Archive
- Audio/Visual
- Budget
- Corresponding Secretary
- Finance
- Health & Safety
- Meeting Music
- Meeting Set Up & Property
- Melody Men
- Memorials
- Mentors
- Refreshments
- Technology
- Visiting
- Website

### Annual Banquet Committee

The RMA holds the Annual Banquet to foster fellowship among Members, wives or significant others, the RMA Ladies and other invited guests. It is an occasion for good food and some fun while renewing friendships in a special setting. This event normally takes place mid-day on a Wednesday in early November and is held at a local facility that can comfortably seat the anticipated attendance for the meal with room for any planned program after the meal. Ancillary rooms should allow for appetizers and drinks before the meal.

The First Vice President is Chairman of the Annual Banquet Committee. He is responsible for planning and organizing the event aided by the Second Vice President as Vice Chairman. He also organizes a volunteer Banquet Committee to assist with the multitude of tasks. This should include volunteers who are proficient with spreadsheet and name badge printing technologies to enable the Committee to manage the

many details involved and to communicate those details to those who need it, including the venue management.

Various historical documents, forms and samples of specific procedures to manage such details as what is required by the venue, table hosts, table assignments, food selection and payments are covered in the relevant section of the RMA Archive.

The Chairman will make periodic reports to the Board of Directors on the progress and details of the Banquet. He and the Vice Chairman are the key liaisons between RMA and the Annual Banquet venue.

The Chairman should obtain a list of new RMA Members, defined as being inducted in the past two calendar years and ask each of them whether they wish to be assigned a table. RMA Ladies (widows and caregivers) should be encouraged to participate in the event.

Records of prior Annual Banquets should be available to the First Vice President. Because of the significance of the event, the First Vice President should ask past Presidents for their suggestions.

Traditionally, nametags and a program are printed for the event. Regular Member badges can be used and new badges made for the RMA Ladies. A modestly priced flower arrangement is provided for each table.

The Chairman is the Master of Ceremonies. Prior to the meal and after all guests are seated, he introduces the leaders for the Invocation, the Pledge of Allegiance and a patriotic song. He will also introduce Officers and wives at the head table and Past Presidents who are present at the Annual Banquet and give special recognition to the RMA Ladies.

At an appropriate point near the end of the meal, the Chairman will introduce the Volunteer Chairman to present the Volunteer Awards. A committee composed of the three most recent past Presidents, who are designated to select this year's recipient(s), if any, presents the Outstanding Service Award. The President traditionally says a few words followed by the Melody Men or other appropriate entertainment.

The Banquet Committee Chairman shall present his final report to the Board of Directors at the first Board meeting following the Annual Banquet. The report shall include attendance, income and expenses, and recommendations to improve future Annual Banquets.

As soon as possible after the Annual Banquet, the Second Vice President should seek Board approval for the next Annual Banquet after the preliminary selection of the venue for the following November and the creation of a written cost estimate. The contract shall be negotiated and signed by the First Vice President no later than the following July.

## **Annual Picnic Committee**

The Third Vice President organizes the Annual Picnic and recruits RMA volunteers to handle the multitude of tasks involved.

The RMA holds the Annual Picnic for all Members, wives or significant others, RMA Ladies and other invited guests. This event normally takes place early to mid-September at a local outdoor venue, traditionally at Greenwich Point's Clambake Area. It is intended to foster fellowship and is another occasion for good food and fun while renewing friendships in a special setting.

The general format and planning for the Picnic are at the discretion of the Third Vice-President with the agreement of the Board. The Second Vice-President should be the key source of advice to the new Third Vice President. Records of prior Annual Picnics should be shared with the Third Vice President and copies of related documents are available in the RMA Archive.

General guidelines for managing the Picnic:

- The proposed format of the Annual Picnic should be presented to the July Board meeting.
- The core Picnic Committee should be in place by no later than August 1<sup>st</sup>.
- The Third Vice President should develop a budget plan for discussion at the July Board meeting.
- The Third Vice President acts as Master of Ceremonies.
- A full report, including costs, should be presented to the Board no later than the November Board meeting.
- The future Picnic date is to be approved by the Board no later than the December Board meeting.
- The Third Vice President is responsible for reserving the Annual Picnic site for the next year. This is done through the Parks and Recreation Office at the Town Hall early January (confer with the Second Vice President for details) if a Greenwich-owned facility is to be used.
- An alternative venue should be considered in case of inclement weather and a date reserved shortly after reserving the Picnic site in January or earlier. One convenient site has been the Eastern Civic Center if it is reserved well in advance.

### **Activities – Get Involved Committees**

RMA activities are designated as either inside or outside. In both cases, the Committees are primarily composed of RMA members. There are many different forms of volunteerism, some every week and others on an as-needed basis.

***Inside activities*** committees assist with the management and functionality of RMA and are handled by active members. For example, Membership meetings are facilitated by the refreshments, audio/visual and set-up committees. Ad hoc inside committees are established to help with singular events such as the annual picnic and banquet. Expenses by inside committee members are normally reimbursed by the RMA.

***Outside activities*** involve RMA members who participate in group activities such as sports and other recreational interests. Expenses for outside committees are shared by the participants.

***Development of outside activities*** of any kind is encouraged with approval of the President. Activity leaders handle all aspects including schedules and venues which are announced at Membership Meetings and through activity-specific emails.

***Outside activities are intended for RMA Members' enjoyment.*** They are also good recruiting tools for RMA Membership and guests should be encouraged to join RMA if appropriate. In certain instances, non-RMA members of both sexes can participate in some activities at the discretion of the Committee Chairman and the members of the group, and if such inclusion is not in conflict with the principals of RMA. For example, the Walkers have included spouses and non-RMA friends in the group for greater companionship since it does not detract from the activity. Special Events has helped fill buses by inviting spouses, RMA Ladies and friends to participate. If an activity requires specific numbers of participants, such as Hearts, they may invite non-RMA Members to fill out a table. However, in all outside activities, preference to participate shall be given to RMA Members.

## **Archive Committee**

The Chairman (Archivist) is responsible for maintaining such documents, pictures and other memorabilia pertaining to the activities of the RMA recognized as having historical interest to the RMA and/or to the Greenwich Historical Society.

A retention schedule, approved by the Board, defines how long any given document must be retained and in what form (see Appendix B). Many documents are maintained on the website and are available to the public. Other documents are kept in the RMA digital Archive in the cloud and are accessible by selected Board members and others with permission of the President and/or the Second Vice President.

For those documents kept on the website or in the Archive, the Archivist should consult with the Second Vice President to coordinate availability and ensure that current documentation is posted.

Archived records (see Appendix B) shall include, but are not limited to the following:

- Legal Documents: The Certificate of Incorporation and Internal Revenue documents relating to RMA's tax status as a 501 (c) (7) organization
- Various IRS and CT documents including tax returns and state annual reports
- Minutes of meetings of the Board of Directors
- Past issues of the Cigar Box Bulletin
- The Association's annual financial statements, the Treasurer's Annual Report, and financial review reports (see Financial Review Committee)
- An annual Membership Database as of April 30
- Documentation from significant RMA events, e.g. 60<sup>th</sup> Anniversary celebration
- List of Officers, Directors, and Chairs of Standing Committees for each year
- List of recipients of Outstanding Service Awards
- Summary of Annual Volunteer Hours and a list of the top ten highest volunteer hour totals

The Archivist shall maintain a digital Index of archived documents so that they can be readily accessed.



In addition to the required categories, the Archivist shall consult with the President and Vice Presidents to determine such other materials they deem to be of sufficient historical interest to retain. This may include photographs of RMA activities and other materials.

The Archivist and the Chairman of the Technology Committee shall consult to determine the medium in which materials are maintained (hard and/or digital copy, cloud storage and/or on the website). The Archivist of the Greenwich Historical Society (GHS) should also be consulted once per year, preferably in May, and offered any documents that GHS wishes to keep for Greenwich historical purposes. GHS generally prefers hard copies if available. If GHS maintains copies of RMA historical documents, it is optional for the RMA Archivist to retain copies, but access is restricted if only GHS has the copies.

The Board-approved Records Retention Schedule specifies the retention period for any given document. This is particularly important for tax-related documents, Board of Directors Minutes and Membership meeting documentation (the CBB).

### **Audio/Visual Committee**

This committee provides both audio and visual support for all RMA Membership meetings, special occasions such as the annual picnic and banquet and other activities as appropriate.

The RMA produces video recordings of its program speakers. With permission from the speakers, these recordings are broadcast on local TV and archived for viewing at any time through the "Speaker Videos" link on the RMA website at <http://greenwichrma.org/>.

Some equipment is borrowed from the Town of Greenwich and the First Presbyterian Church. RMA also provides computer and other necessary equipment to support these services.

Detailed written procedures are maintained by Committee members and stored in the RMA Archive to guide its members. In order to improve overall reliability of these related functions, all Committee members should be trained in other aspects of this Committee's work to create a team.

### **Budget Committee**

The Treasurer shall call a meeting of the Budget Committee which shall include the Treasurer, Assistant Treasurer, if any, the President and the First Vice President during April to discuss possible demands for funds beyond the projection of routine income and expenses. This will allow the Treasurer to develop a final proposal to the June Board meeting based on actual results for the prior fiscal year plus any anticipated changes.

### **Corresponding Secretary Committee**

The Corresponding Secretary shall:

- Read correspondence to the Membership as appropriate

- Prepare a schedule of Members who relate appropriate anecdotes, poetry, jokes and other entertaining items of enlightenment at weekly Membership meetings or other appropriate occasions
- Coordinate other special presentations at Membership meetings or other appropriate occasions

## **Finance Committee**

Composed of the President, 1st VP and Treasurer, this committee shall meet as needed to evaluate, with the aid of others they might chose to advise them, where to invest excess RMA funds if such action is appropriate for the RMA at any given time.

## **Health & Safety Committee**

The purpose is to advise the Membership concerning contemporary health issues and services highlighted by local providers and/or reliable media outlets. For example, their services may include advice regarding blood pressure reading, influenza and other inoculations and other services that may be medically useful to RMA Members.

The Chairman shall instruct the Program Committee spokesperson to announce, each week, the locations of exits and other information in the event of an emergency.

In June and December of each year, the Chairman should remind Members of steps to take in the event of an emergency.

## **Meeting Music Committee**

The Music Committee appoints a song leader and an accompanist for each Membership meeting and selects the music to be sung at the beginning of the Membership meeting.

## **Meeting Set Up & Property Committee**

This Committee is responsible for the care, handling and maintenance of RMA property. The Committee Chairman has custody of the RMA locked storage room and its keys.

The Chairman will appoint a Committee member to be the Bulletin Board Monitor who will control all posted materials, including removal of outdated and questionable items. Only items of interest and information for RMA Members are to be posted on the Bulletin Board. The President may override the Bulletin Board Monitor's selection of items posted.

Prior to the Membership meetings, Committee volunteers shall organize and set up the following:

- Piano and bench
- American Flag and the RMA banner with their stands
- Audio-visual equipment for songbook and speakers
- Cigar boxes for collection
- Containers for returned name badges

- President's bell
- Necessary tables
- Other equipment, which may be requested by the Program Committee.

During the Membership meetings, Committee volunteers shall:

- Control lighting and sound amplification as required for the Membership meeting and Program
- Control window louvers for natural light, if appropriate
- Control air conditioning and/or ventilation.

After the Membership meeting speakers have departed:

- The Committee Chairman or his designee shall make a final survey of the meeting room to ensure that the meeting area is returned to its original condition and any "lost" articles be kept and an announcement made at the next Membership meeting.

No RMA property may be borrowed by anyone unless it is requested through the Committee Chairman and approved by the President.

## **Melody Men**

The Melody Men is the RMA's choral outreach group which was founded in 1975. It performs approximately 30 one-hour programs annually in the spring and fall for senior organizations. The group consists of between 15 and 25 Members and feature music that is familiar to our generation.

## **Memorials Committee**

The Memorials Committee is responsible for notifying the Membership of the death of a recent or former Member by presenting a memorial tribute. The Chairman will attempt to identify an RMA Member who knew the deceased and can provide a personal remembrance. In lieu of a personal tribute, the Chairman may use the obituary of the deceased to present the memorial tribute.

As soon as the death of a Member or former Member is known, the Chairman and President will decide when the Memorial tribute will be given. Ideally it should be delivered before the date of any scheduled memorial or burial service. If the RMA memorial tribute is not ready, but the future service date, time and location are known, the Chairman will make a brief announcement at the Membership meeting to alert the Members.

At the RMA meeting closest to Memorial Day, the Chairman shall announce the names, age at death and RMA Membership tenure of all Members who died during the past year (May 1 through April 30).

## **Mentors Committee**

Mentoring is intended to help all candidates and Members enjoy a more productive and enjoyable experience with RMA. For example, Mentors work with the Membership Committee to assure candidates are well informed and comfortable with RMA prior to induction. Mentors are welcoming ambassadors.

Their primary roles are as facilitators in a wide range of Member activities, educators about the RMA and providers of a welcoming atmosphere.

The Mentor Committee is comprised of a Chairman and whatever number of knowledgeable Members is deemed necessary to achieve its aims.

At each weekly Membership meeting, one Committee member, familiar with RMA and its Members, will be act as the official Mentor with the following obligations:

- Arrive at our meeting place before 9:30AM
- Pick up a mentor badge along with his own Member badge
- Place the directional floor stand, stored in the RMA cart, in a strategic position to guide potential candidates to the Membership table
- When at the Membership table, the mentor should ask the guest to sign in as a candidate so that they can be officially inducted after attending two Membership meetings
- Mingle with attendees and be on the lookout for guests or candidates
- Promote the advantages of membership, encourage recruitment and be an ambassador at large
- Work with Members at the Membership Desk to help them with their needs
- Remain in the back of the hall during the Membership meeting to welcome guests through the start of the Speaker Program
- Converse with guests, identifying specific interests, such as golf or tennis, which might serve as a hook for membership. He should attempt to introduce the guest to Members with the same interests where possible. Be polite, but not pushy.

All Mentors, whether on duty or not, should attempt to converse with guests identified by a temporary name badge or those without a badge, and make them feel welcome.

Mentors should look for ways to make the Membership experience in RMA more enjoyable.

## **Refreshments Committee**

The Refreshment Committee is responsible for arranging for refreshments at Membership meetings. No coffee or refreshments shall be served while the Membership meeting is in session or after the Speaker's program has commenced.

The President shall advise the Refreshment Committee in a timely manner if there is a change of venue and/or if there is an unusual increase in attendance anticipated for a specific refreshment period.

## **Technology Committee**

The purpose of the Technology Committee is to help any activity of the RMA with objectives to:

- Evaluate how reasonably-simple technology might improve the quality, efficiency, function and availability of information and documents relating to RMA activities

- Evaluate whether current practices should be upgraded or improved
- Document detailed "how to" instructions for all technology-based activities so that RMA can continue to function well in spite of the loss of expertise of any given Member
- Ensure that the RMA maintains a single RMA-managed storage resource for all digital records and forms deemed important or useful to the governance of RMA
- Nothing important to RMA should be lost because that information is stored solely on a Member's home computer or a Member has the only copy of an important document in his home.
- Evaluate whether RMA's digital documents or forms accomplish their intended objective in a clear and efficient manner

The Committee should strive to bring practical experience with RMA activities together with knowledge of appropriate technologies. The combination of different types of knowledge on the Committee helps identify existing methods and future goals so that appropriate technology supports each RMA activity. The goal of these technologies is to make tasks easier and more efficient.

The Technology Committee, with the Archivist, is responsible for the maintenance of RMA's archival cloud storage and shall authorize full editing access by at least the President, the Vice Presidents and any other RMA Member who has a justifiable need for such access. Read-only access to the Archive is an alternative, which can be opened to a broader spectrum of RMA Officers and Members on a need-to-know basis.

Once each year, the Technology Committee shall designate an individual or group to look at the RMA website to recommend changes or catch mistakes or outdated material. They may correct items that require a change to remain current. However, any substantial proposed changes should be referred to the whole Committee for decision as to whether that change is appropriate. If the Technology Committee considers such proposed changes to be substantial enough to modify the public perception of RMA, they should refer it to the Board for consideration.

## **Visiting Committee**

The Committee shall place a form on the Membership table before the meeting to gather Member information on Returnees (from significant travel), Celebrations (significant anniversaries, etc.), and visiting (Member's significant health issues, if permitted).

The Visiting Committee shall arrange for visits and other communications with Members who are unable to attend meetings because of ill health. The Committee shall provide fellowship and coordinate how the RMA may assist the Member and support his well-being.

This Committee shall provide a weekly report to the Membership concerning the health or recovery status of an RMA Member who has suffered a health setback if he or his family provide permission to RMA to release the Member's name and health-related information to the Membership and print that information in the Cigar Box Bulletin.

Since a Committee member may be the first to know of the death of a Member, he should immediately notify the President and/or the Memorial Committee Chairman.

## **Website Committee**

The Website Committee shall work closely with the Technology Committee. The Chairman (Webmaster) shall be responsible for maintaining and updating the RMA Website, <http://greenwichrma.org/> At least two RMA Members should be officially named website Administrators so that RMA access is always ensured.

## **AD HOC COMMITTEES**

The President may appoint Ad Hoc Committees from time to time for specific purposes.

## **GENERAL PROVISIONS**

### **Non-Partisan and Non-Sectarian**

The RMA is non-partisan and non-sectarian. Violations of this policy, whether they occur at a Membership meeting or in public statements claiming to speak in the name of the RMA or otherwise, should be brought to the immediate attention of the President who is responsible for initiating prompt corrective action. Actions may include denial of the rights and privileges of Membership.

### **Board of Directors Meetings**

The RMA Board of Directors will meet on the first Wednesday of each month at 9:00 AM unless otherwise announced to the Board by the President. The President may call special meetings of the Board if deemed necessary. If the routine schedule is significantly changed for any reason, timely notice shall be provided to the Board members by email.

All Board meetings are conducted in accordance with Robert's Rules of Order.

### **Membership Meeting**

The recommended time frame for Wednesday Membership meetings is:

- 9:00 AM to 10:00 AM – Gathering
- 10:00 AM to 10:40 AM -- Meeting of the Membership
- 10:40 AM to 11:00 AM -- Coffee break
- 11:00 AM to Noon -- Public Program

If this time frame is significantly changed for any reason, timely notice shall be provided to the Membership and the public.

Membership meetings shall be conducted in accordance with Robert's Rules of Order when formal business, such as elections and budget approval, is being conducted.

## **Membership Meeting Cancellation Policy**

Cancellation of any Membership meeting will be automatic on those days that the Greenwich Public School System closes because of inclement weather. School closing announcements are broadcast by radio station WGCH (1490 AM) and on the Greenwich Time website at <https://www.greenwichtime.com/>.

The President or his designee will contact the meeting room provider, WGCH, the RMA Board of Directors and those who maintain the RMA's electronic distribution list to advise them that the scheduled Membership meeting for that day has been canceled. An electronic meeting cancellation shall be sent to each Member as soon as possible.

If the Greenwich Public School System announces a delayed start, as opposed to cancellation, the RMA meeting will occur at the usual time and place. In the event that the schools are not in session on a scheduled meeting day, the President, or his designee, will make the decision based on his best judgment. If the meeting is canceled, the procedure outlined above shall be followed.

## **Anniversary of the RMA**

The RMA, organized on October 13, 1954, will recognize the 2nd Wednesday in October as the RMA Anniversary in a manner decided by the President.

## **OTHER RMA MATTERS**

### **RMA Logo and Banner**

The official RMA Banner shall be displayed at every Membership meeting and official Membership event such as the Annual Banquet and Annual Picnic.

The RMA logo shall be used on official RMA documents. It also may appear in other authorized locations such as RMA hats, shirts and decals.

Any Member may propose modifications to the RMA logo and banner by written submission to the President. The President shall establish an Ad Hoc Committee, reporting to the President, to review such proposals and make recommendations to the Board of Directors. If approved by the Board of Directors, proposed modifications to the RMA logo or banner shall be emailed to the full Membership and posted on the Member bulletin board for two weeks immediately before being submitted to a vote of the Membership. A majority of the Membership in attendance at the meeting when the vote is scheduled shall be sufficient for approval.



## **Outstanding Service Award**

The Outstanding Service Award was established by the RMA Board on September 4, 1985 to recognize any Member or non-Member who has made outstanding contributions to the wellbeing of the RMA. This recognition is initiated by a special committee of the three most recent active past Presidents who shall have sole responsibility for selecting the Awardees. The suggested procedure to present this award is as follows:

- The Committee, having selected an Awardee or Awardees, shall notify the President no later than September. The award(s), in the form of a certificate signed by the President, will be presented to the Awardee(s) at the RMA Annual Banquet by the Committee or a Committee representative. The President will also announce the Awardee(s) to the Membership at the Membership meeting immediately following the Banquet.
- The Committee will develop a printed historical record of each recipient's accomplishments, which shall be read as part of the ceremony. A copy shall be given to the Awardee(s) following the presentation. It shall be posted on the RMA website as soon as it is announced.
- If an Awardee cannot be present at the RMA Banquet, the presentation will be made "in absentia" at the RMA Banquet with formal presentation at the next Membership meeting at which the Awardee is present, including a reading of the Awardee's accomplishments. The Certificate and printed record will then be delivered to him.
- The Chairman and Vice Chairman organize the award ceremony.

## **Presidents Association**

The Past Presidents of the RMA have established an organization that usually meets once a year at a luncheon for the purpose of exchanging comments on RMA events and on subjects of mutual interest. The Association is not intended to serve in an advisory capacity, but this does not preclude the Association Chairman, who is the most recent RMA President, from passing on relevant "sense of the meeting" observations that have been discussed at the luncheon to the current President of the RMA. The President of the RMA in turn is under no obligation to act on such comments or recommendations. The luncheon, which is designed primarily as a social event, is held at a local club or restaurant and is scheduled to maximize attendance.

## **APPENDIX A: Vice Presidential Responsibility for Committees & Activities**

**First Vice President:** Primarily supports the President and oversees the following Committees responsible for functions relating to financial matters and Membership meetings:

- Annual Banquet
- Budget
- Corresponding Secretary
- Health & Safety
- Meeting Music
- Meeting Setup & Property
- Mentors
- Name Tags
- Refreshments
- Special Events

**Second Vice President:** Primarily supports RMA's infrastructure, communications and information technology and oversees the following Committees:

- Archive
- Audio/Visual
- Memorials
- RMA Ladies
- Technology
- Visiting
- Volunteers
- Website

He is specifically responsible for reviewing the Policies and Procedures Manual each year to ensure that it is accurate and current.

**Third Vice President:** Primarily supports Member activities outside of Membership meetings and oversees the following Committees:

- Activities - Inside (volunteering to assist with managing RMA meeting activities): Boaters, Golf, Tennis, Walkers, etc.
  - Outside (sports and recreational groups with other RMA members): Cards, Melody Men, Opera, Taxpayer Assistance, etc.
- Annual Picnic
- Melody Men

## APPENDIX B: Records Retention

### RMA Records - Archival Storage

<u>DOCUMENT (modified as needed)</u>	<u>FORMAT</u>	<u>HOW LONG / COMMENTS</u>
<b>STORED ON RMA WEBSITE</b>		
PHOTO GALLERY TAB	web files	as long as desired - maybe 5 years? - with exceptions
Events by date starting May 2011	web files	needs to be edited down!
Presidents Books, vol. 2 & 3	web files	permanent – vol. 3 updated annually in May; no vol. 1
CIGAR BOX BULLETINS (from 2/03)	web files	updated weekly by a volunteer
SPEAKER TAB	web files	up to Speakers Committee
Future Speakers		updated weekly by a volunteer
Past Speakers (starting 2012)	web files	updated weekly by a volunteer
SPEAKER VIDEOS (Vimeo)	web files	up to Vimeo volunteers
USEFUL LINKS TAB	web files	
By-Laws	web files	updated as needed
Legal Documents - Incorporation	web files	updated as needed
- Income tax exempt	web files	updated as needed
Policy & Procedures Manual	web files	updated as needed
RMA Presidents (names from inception)	web files	updated annually
Outstanding Service Awards	web files	updated when awards are given
<b>STORED IN ONE DRIVE (the cloud)</b>		
Annual Banquet	Word	notes to pass on
Annual Picnic	Word	notes to pass on
Annual Reports - President & VPs	Word	notes on presentation to the Membership in late April
Board Minutes	PDF	minimum seven (7) years - required by law
	PDF &	
Forms (blank)	Word	currently incomplete
Instructions	Word	how to do anything in RMA
Legal Documents	PDF	any binding agreement relating to RMA
Member Applications	paper	kept by Membership Committee as needed
Member List	Excel	maintained by Membership Committee; Archive quarterly
RMA Manual	Word	old versions & modifiable copy
	PDF &	
RMA Logos	Word	
Tax Information	PDF	minimum seven (7) years - required by law
Treasurer's Reports (monthly to Board)	Excel	minimum three (3) years
Treasurer's Reports (annual to Membership)	PDF	minimum five (5) years

