

R U A E A



Retired United Airlines Employees Association

Policy & Procedures Manual

2024

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SECTION – 1 GENERAL BACKGROUND AND COMMENTS

POLICY STATEMENT

The RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION (RUAEA) was established to help retirees to continue into retirement, the bonds of friendship and fellowship developed during their careers.

The primary activities of RUAEA are the publication of a national newsletter, via printed copy and web based, supporting local chapters, and the conducting of an annual event.

RUAEA has established and will continue to maintain a cordial relationship with United Airlines and will assist United Airlines in communicating information concerning policies, plans, benefits, services, etc., to retirees. In addition, RUAEA will be a proactive voice for retirees' interests, issues and causes through the Corporate Relations function.

The purpose of RUAEA's newsletter is to provide retirees with local chapter news, letters and comments from members, new member listing and obituaries of all retirees. The newsletter also advises RUAEA members of 'General Information' from United Airlines concerning updates to company plans, policies, procedures and/or benefits, via print and/or Website.

GENERAL

1. PURPOSE

The purpose of the 'POLICY & PROCEDURES' manual is to provide the elected officers, directors and appointed staff of RUAEA with policy and procedures statements as approved by the Board of Directors. Revision to this manual may be made at any Board of Directors meeting, and the revised pages prepared and distributed by the Secretary to all officers, directors and appointed staff.

2. ADMINISTRATION

RUAEA is managed by a Board of Directors consisting of all Officers, Directors, and staff listed in Article VII of the Bylaws, whether elected, appointed or selected.

3. CORPORATE PAPERS

Officers of RUAEA will maintain the following permanent records for the Association and transfer them to their successors or to permanent files in the Denver office.

President & Executive Vice President – all administrative papers.

Vice President-Conventions – All convention contract and papers which are considered sufficiently important.

Secretary – Articles of Incorporation, By-Laws, Policy & Procedures manuals, minutes of annual membership meetings, Board meetings, and Executive Committee meetings for the preceding five years.

Treasurer – All financial and tax papers for a minimum of ten years

4. INSURANCE

The Association elects not to carry Liability Insurance for officers, directors or staff. The Association does carry Loss Insurance to cover all elected officers, membership secretaries, convention chairman and the treasurer for sufficient amount to cover existing assets against loss of money, securities, and property. The

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Association also has Loss Insurance for the Denver office to cover office equipment, computers, and supplies.

5. DENVER OFFICE

The Denver office shall be managed by the appointed Membership/Support Manager who reports to the Executive Vice President.

6. WEBSITE /SUPPORT MANAGERS

The Website Managers will develop, write, and maintain the website. They will maintain a close relationship with the WEB Master.

7. NEWSLETTER

The Association will not publish notices for activities of non-profit, individual or outside organizations in the Newsletter, with the exception of those outside organizations of longstanding association with RUAEA. All notices will be submitted to the Newsletter Manager for approval, after consulting with the Executive Vice President. In the approved exception cases, notices will be limited to the publication of the activity with their contact information. There shall be no advertising of businesses for profit, with the exception of those contained in the Association's advertising of the Annual RUAEA Event.

8. CORPORATE RELATIONS

The Association fosters a communicative link (Liaisons) between RUAEA officers, The Membership and United Airlines corporate headquarters. It maintains a relationship with UAL CEO and appropriate senior officers of the company. It encourages UAL/RUAEA periodic meetings. The Association encourages company and retiree communication to better enhance the retiree/company relationship. It maintains a communicative link/relationship with other retiree groups and airlines and promotes membership in RUAEA. Position of Liaison requires a general knowledge/understanding of UAL Corporate practices and the ability to work within the corporate modus operandi. An understanding of communicative avenues/protocol is required. Appointed by and reports to the President for a term of two years.

9. PROMOTION

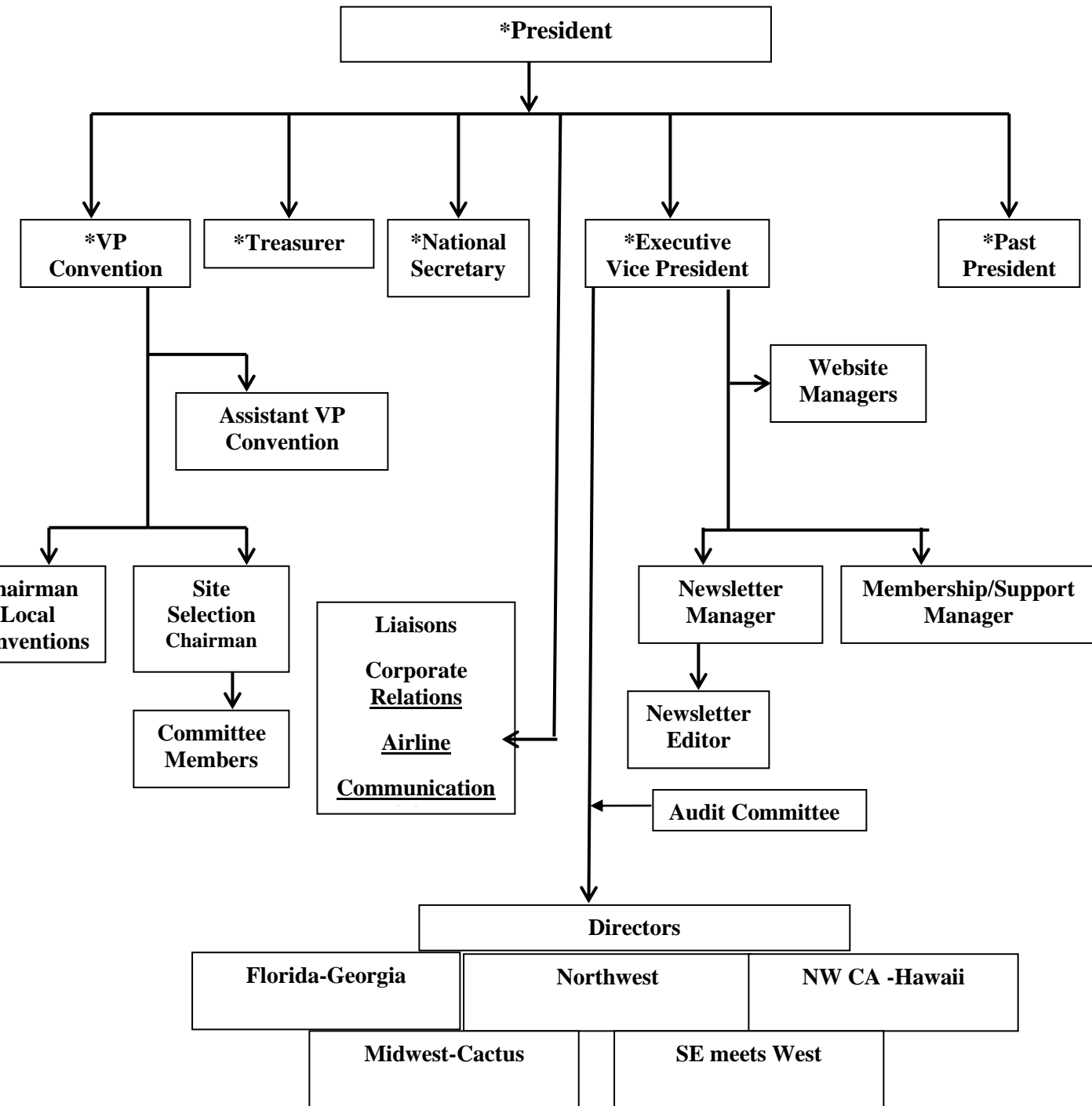
The Association will sponsor special promotional items such as caps, lapel pins, membership cards, "T" shirts, flags, etc. with the approval of the Executive VP.

10. CHARITIES

Sponsoring of charities and educational entities under the Association name agrees with the function of RUAEA.

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Organization Flow Chart for Officers/Directors/Staff



* Executive Officer Committee

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SECTION – 2 FINANCIAL GUIDELINES

FINANCES

1. DUES

RUAEA dues are payable 12 calendar months from the date dues were last received. Retirees, widows and widowers should submit the applicable fee when applying for membership for the first time. Life Membership is no longer available, unless awarded by the President. Life Memberships do not pass on to the surviving spouse. Widows and widowers of Life Members can become Regular Members.

Dues Rate Effective January 1, 2019

REGULAR MEMBER Dues	\$30.00
RESIDENTS OF CANADA/MEXICO	\$47.00 U. S. Currency
RESIDENTS OF OTHER FOREIGN COUNTRIES	\$52.00 U. S. Currency drawn on a US Bank or paid with an American Express Check.

Regular Foreign Members may receive the Newsletter by the web for the same rate as Domestic Members

Both web and paper are available for an additional \$5.00 per year. Note: This option is not available to Life Members

Changes in Annual Dues must be approved by the Board of Directors. The membership will be given sixty (60) days advanced notice of any change.

2. DISBURSEMENT POLICIES

Approvals – All invoices and other payment vouchers are to include a notation by the user that the work, product and charges are satisfactory; voucher is then forwarded to the approving authority prior to payment.

Check Signing Authority – The Treasurer or designated alternate is authorized to sign checks after receiving approved vouchers. The Membership/Support Manager and Newsletter Manager are also authorized to sign checks. One signature is required on checks. The alternate may be any RUAEA Officer or Director as approved by the Executive Officer Committee

Fund Transfers – The Treasurer is responsible for transferring excess funds from savings and checking accounts to investment accounts, such as Money Market Funds, Certificates of Deposit or Governmental Securities, with the approval of the Board of Directors. The Treasurer will also transfer funds from investments to working funds with Executive Officer Board Approval.

Taxes – RUAEA will file and pay any taxes due in compliance with local, state and federal guidelines.

Loss Insurance – All elected officers, Membership Secretaries, Managers, Convention Chairman and Treasurer are insured for a sufficient amount to cover existing assets against loss of money, securities or property. The Association also has Loss Insurance at the Denver office to cover office equipment, computers and supplies.

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Memorials –RUAEA will not establish memorial funds for individuals Flowers may be authorized for current board members by the President.

President’s Gift – A suitable gift for the outgoing President will be determined by the Board of Directors.

3. EXPENSES

Those members who incur expenses on behalf of RUAEA should send their expense reports to the appropriate approving authority listed on the matrix below

Title	Approval Authority
President	All ER or invoices
Past President	As designated by the Executive Officer Committee, can stand as back up to any position for this purpose
EVP	Treasurer, President, VP Convention, Regional Directors, Denver Office Expenses, Expenses related to service contracts,
VP Conventions	President, EVP, Convention related ER’s and invoices
Denver Office Manager	Expenses related to daily office operations.

Expense reports should be submitted by the end of each month for payment in the subsequent month (exceptions are for small amounts which may accumulate for 1-2 months).

From expense reports that are submitted, the Treasurer will determine what expense category will be charged.

Expense reports exceeding \$200.00 submitted more than thirty (30) days late or extending into the next reporting period, will not be reimbursed until approved by the Board of Directors at their next meeting.

If there is any difference of opinion between the expense incurred and the expense approved as to acceptability of any item by RUAEA, it will be taken up at the next Board of Directors’ meeting for a decision.

Board Meetings

The following Expenses for attending any Board of Directors’ meeting or any scheduled meeting of the Standing Committees shall be defrayed for Board members, or any others required or requested to attend:

- All nights at hotel where meeting is held
- Meals
- Air transportation charges: Air Transportation, other than Pass Travel not to exceed \$100.00 each way, with paid in full receipts.
- Mileage at the approved rate to and from departure airport; parking at said airport
- Mileage at the approved rate to and from meeting site, not to exceed \$150 one way and parking at hotel
- Transportation costs at meeting by most reasonable means
- Other approved expenses

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Annual Event

The following expenses for attending the Event shall be defrayed for Board Members and any other person/s required or requested to attend:

- Three (3) consecutive nights at the Event Hotel.
- Executive Committee rooms and food for days that they are required to be present.
- Banquet Meal
- Meals as necessary for three (3) days during the Event.
- Mileage to and from airport and parking at the airport.
- Three days parking at Event hotel, if parking is charged.
- Transportation costs at the Event site by most reasonable means.
- Air transportation charges: Air Transportation to and from the convention, other than Pass Travel, when approved by the Executive Vice President in advance, not to exceed \$100.00 each way, with paid in full receipts.
- Mileage to and from the convention; not to exceed \$150.00 one way.
- Unusual, approved expenses incurred in Event Activities.

4. EXPENSE ACCOUNT REPORTING

For those members of RUAEA who are required or requested to perform activities on behalf of the Association, which results in some form of expense to the members, reimbursement is available via submission of an approved expense account form. Since we are dealing with funds that are primarily received from the RUAEA membership, we must protect the expenditures from unnecessary or imprudent use.

All expense reimbursement must be submitted on the approved expense report or voucher.

Ordinarily meetings, etc., should attempt to be scheduled in a hub or major city to allow an “in and out” the same day and still provide sufficient time for a productive meeting. Necessary and prudent meal costs, tips and other travel related expenses may be submitted.

RUAEA will reimburse the members when traveling on association business for their cost of pass travel, including transportation taxes. The expense shall be supported by the invoice.

All expense report submissions must as a “single” and guest expense are not permitted, except for unusual circumstances, i.e., the need for special assistance, guest/s, secretaries/s, etc., unless approved in advance by the President or Executive Vice President. Should exceptional circumstances arise in the performance of the duties of the delegate, they must be reviewed by the approving officer before submission to the Treasurer for payment.

Responsibility for informing others who submit expense reports rests with those responsible for approval of the expenses.

5. EXPENSE REPORT APPROVAL AUTHORITY

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Expense reports and accompanying receipts should be forwarded to the appropriate person in compliance with the approval matrix.

Title	Approval Authority
President	All ER or invoices
Past President	As designated by the Executive Officer Committee, can stand as back up to any position for this purpose
EVP	Treasurer, President, VP Convention, Regional Directors, Denver Office Expenses, Expenses related to service contracts,
VP Conventions	President, EVP, Convention related ER's and invoices
Denver Office Manager	Expenses related to daily office operations.

DENVER MEMBERSHIP/SUPPORT MANAGER

- All Denver Office expense reports
- Equipment and Supplies
- Newsletter transaction's

6. EXPENSE ACCOUNT REPORTING

All expense reports must be submitted by the end of each month for payment in the subsequent month (exceptions are for small amounts which may accumulate for 2 –3 months not to exceed \$200 in total). Expense reports received more than thirty (30) days late will not be reimbursed until approved by the Executive Board of Directors at the next meeting.

The preferred method is to submit electronically, but manual submission is an option. See the following: Electronic Expense Report Submission.

Note: To obtain the current Expense Report Form in Excel Format, send your request to the Denver Office or call the Membership Manager.

7. ELECTRONIC EXPENSE REPORT PROCEDURES

1. All Expense Reports can be sent electronically (email), to the Treasurer for approval and check issuance, using the current Policy and Procedure Manual rules. The Treasurer will send his expense report to the President or one of the Vice Presidents for approval and payment will be completed by the Membership Manager.

a. Note: This applies only if you have the equipment to do so, otherwise the current Policy and Procedure rules for conventional submission will prevail.

2. All necessary receipts will be scanned and sent as an attachment.

a. All scanned receipts must be legible.

b. The original receipts must be retained by the presenter until the first quarter of the following year, allowing time for the annual audit to be completed. The auditors may require the member to produce the original receipt if necessary.

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3. All Expense Reports must be signed using a cursive computer font. That font must be consistently use by the member for electronic submissions.
4. Expense reports received by US Mail must be signed, scanned and electronically maintained by the Treasurer for the random monthly and annual audits
Treasurer will forward all financial records to the Denver Office six months following the required tax filing has been completed.

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8. THE FOLLOWING DEFINES USE OF THE EXPENSE ACCOUNT FORM:

HEADING	Complete fully with all lines filled in.
DATE	Show applicable date for each column.
CITY – TO/FROM	Show travel to and from each city – show city only if entire day spent in city.
HOTEL	Show amounts paid, including tax for each night – if “comp’d” insert “COMP’D”. Receipt required
MEALS	Actual and reasonable meal costs.
VAN/CAB/LIMO	List amounts including tax (do not include tips).
AUTO MILEAGE	List miles applicable for each day – compute at allowable rate of \$.50 per mile. If mileage is charged to and from the Convention or Board Meetings it is not to exceed \$150 one way.
TOLLS	Show as applicable
PARKING	Identify by date – Receipt required
TIPS	Total for the day – 15% allowable (include van/cab/limo tip)
POSTAGE	Actual – Receipt required
TELEPHONE	Include copy of telephone bill with RUAEA calls highlighted.
SUPPLIES	Receipts required for expenditures with description in “Reasons for Expense.”
PUBLIC TRANSP.	Costs for ‘Public Transportation’ when available instead of van/cab/limo.
AIR FARE	Charges for cost of UAL pass travel, including transportation taxes. Include mailed invoice from UAL.com or Pass Travel invoice, showing name and file number. Charges on other airlines offering discount to cities to which UAL does not fly. – Receipt required.
MISCELLANEOUS	Any other expenses related to RUAEA operation not identified above – Receipt required.
TOTAL	Total each column vertical and horizontally and balance at lower right corner.
REASON FOR EXP.	Briefly explain reason for the expenses and/or the reason for the miscellaneous expense.
APPROVAL	Send report to the appropriate authority relevant to your position for approval. Approval authority will send approved expense report to Treasurer for payment. See Expense Report Approval Authority.

SECTION – 3 DUTIES AND RESPONSIBILITIES (OFFICERS & DIRECTORS)

PRESIDENT

General

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- Manage the affairs of the RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION.
- Call periodic meetings of the Executive Committee, develop and distribute agendas.
- Set meeting dates for full Board meetings; develop and distribute agendas and act as Presiding Officer.
- Recommend to Board of Directors and Executive Committee such action as deemed necessary to maintain the viability of the RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION and/or increase its usefulness.
- Review and approve all legal documents and contracts.
- Interpret and administer existing policies of the RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION and recommend revisions as needed.
- Select and appoint Chairman/others for all standing committees as outlined in the Organization Chart; assist in selecting committee members; serve as Ex-Officio member on all committees.
- Appoint at each Convention, with the advice and consent of the Board, Newsletter Editor, Membership Secretaries, Newsletter Manager, Membership/ Support Manager, Website Managers, Corporate Relations, and the Chairman and members of the Audit Committee Chair.
- Coordinate through Corporate Relations RUAEA representation and liaison regarding retiree matters with United Airlines Corporate Offices.
- Establish a relationship and liaison with other Retiree Organizations.
- Maintain familiarity and personal involvement with all RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION activities, being alert to problems as they arise and working out appropriate solutions.
- Work closely with the Officers and Directors on revisions of the By-Laws and Policy and Procedures manuals.

Financial

- Work closely with the Audit Committee and Treasurer to initiate any action deemed appropriate by Executive Officer Board.
- Work closely with the Treasurer with regard to financial reports, investments and other matters that may affect the Association.
- Consult with the Board of Directors for approval on any action to be taken if needed.

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PAST PRESIDENT

General

- At the request of the President, provide any assistance relating to activities initiated during the Past President's tenure of office as President or before.
- Serve the President as a policy guide.

EXECUTIVE VICE PRESIDENT

General

- Serve as presiding Officer at any meeting or activity of the RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION as directed by the President.
- Supervise the Denver Office through the Membership/Support Manager and Newsletter Manager
- Oversee the Website development and operation through the Website Managers and Membership/Support Manager.
- Call periodic meetings of the Directors, develop and distribute agendas.
- Oversee the Directors and provide support as needed. Review and approve for Chapter visitation expenses.
- Ensure a transition plan in in place for any vacancies that occur.

VICE PRESIDENT – CONVENTIONS

Directs the planning and execution of all current and future events and associated activities.

General

- Recommends candidates for Assistant Vice President – Events, Site Selection Chairperson and Events General Chairperson to the President of RUAEA.
- Appoints Events Planning Committee members as required.
- Approves Site Selection Committee members recommended by Chairperson.
- Approves Events Committee Chairpersons recommended by General Chairperson.
- Develops and maintains events Manual.
- Prepares Events follow-up report; including registration, tour, meal, and preliminary financial statistics to the Board of Directors.
- Apprises Board of Directors of future events plans.
- Ex-officio member of all event-related committees.
- Approves all Convention related expense items.
- Performs other duties as assigned.

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ASSISTANT V P CONVENTIONS

General

- Assists the Vice President – Conventions with the planning and execution of current and future Conventions and related activities. Coordinate and supervise designated convention programs and activities as assigned. Participates in Convention Planning Committee discussions.
- Appointed by VP Conventions
- Serves as alternate for Vice President – Conventions as directed.
- Performs other duties as assigned.

SECRETARY

- Draft minutes of Business meetings, Board meetings and Executive Committee meetings; submit to President for approval; then, distribute to Board Members.
- Provide copies of current By-Laws and Policy and Procedures Manual to new Board members at meeting following election at Convention.
- Provide copies of revised pages of these two publications with minutes of Board meeting at which revisions were made.
- Draft brief report of each Business Meeting, forward to President for approval and submittal to Newsletter Editor for publication.
- Read minutes of prior Business meeting at each Business meeting and be prepared to answer questions.
- When directed by the President, read minutes of the prior Board meeting at each Board meeting. Make revisions/corrections of prior minutes as approved by the Board.
- Prepare and distribute to all Boards, a directory covering all current Officers, Directors, Principal Staff and next year's Local Convention Chairman. This directory shall include names, addresses, email addresses and telephone numbers plus names of spouses, and shall be included with the minutes of the Business and Board Meetings held in conjunction with the Convention.

The following documents shall be updated and held in the National Secretary's files or in the RUAEA Office:

- Articles of Incorporation
- By-Laws
- Policy and Procedures Manual
- Minutes of Annual Business Meeting (for the preceding five years)
- Minutes of Executive Board Meetings (for the preceding five years)
- Minutes of Executive Committee Meetings (for the preceding five years)

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TREASURER

General

- Receive deposit details from the Denver Office, monitor bank acknowledgements, and verify savings account statements when received.
- Transfer funds as needed from savings to Checking account.
- Pay approved invoices on a timely basis, observing disbursement policy as stated in this manual.
- Record receipts, disbursements and transfer of funds between accounts in the general ledger, and balance monthly.
- Maintain check book and reconcile it to the bank statement each month.
- Establish a calendar of payments and communicate out to those who will be approving expenditures, no less than twice a month to ensure no interruption to services and prompt income/expense accounting.
- Monitor the online accounts at least twice a month for adverse activity
- Prepare bank authorization documents and signature cards for Checking and Savings accounts, Investment accounts, and Safe Deposit box. Arrange for signature card for alternate who is a Board member.
- Invest funds of the Association with approval of the Board of Directors.
- Safeguard all investments by periodic review of location, type, etc.
- Purchase and maintain Loss Insurance policy.
- Maintain list of RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION-owned office equipment and computers. In addition, maintain a depreciation schedule of all assets whose costs have to be depreciated.
- Follow up with Board of Directors and Audit Committee to ensure adherence and compliance with ten-year retention of finance, audit, and tax records.
- Such other duties as the president may assign.

Quarterly

- File IRS Federal Tax deposit form and remit to depository if required.

Annually

- Oversee the Federal Income Tax forms (990 & 990T) and/or prepare the annual IRS filing requirement.
- Prepare budget for following year and submit same for Board of Directors' approval at first Board Meeting in current fiscal year. Request and review proposed budget inputs from each Officer/Director as to proper account structure and appropriateness of the expenditure. Prior to final compilation, review all inputs with the President.
- Participate in Auditors random monthly and year end audit of Association financial records and Convention financial records. During the Association Audit participate as an advisor only.
- Prepare year end reports for review and approval at the Spring Executive Board meeting, as well as a year-to-date report for the Fall business meeting.
- Prepare a summary of the annual calendar-year financial report and the current-year budget prior to the Convention so that questions can be answered at that time.

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Financial Reports consist of:

- Balance Sheet
- Tabulation of Operating Income and Operating Expense with net gain or loss transferred to Operating Reserve.
- Year-to-date Income and Expense
- Year-to-date Budget for each category
- Investment Summary
- Principal and Accumulated Earnings
- Rate of Interest
- Maturity

CORPORATE RELATIONS

General

- Those appointed to Corporate Relations, WHQ Liaison, Airline Liaison, and Communication Liaison will function as communicative links between RUAEA officers, United Airlines Corporate Headquarters, RUAEA members, subsidiaries and other airlines. WHQ Liaison will primarily maintain a communicative relationship with the UAL CEO and other senior officers of the company and subsidiaries. The Airline Liaison will do likewise and will extend the communicative link to include membership growth and will foster contact with other retiree organizations and airlines. The Communication Liaison will communicate information to the RUAEA officers, members and others as directed by the President. They will arrange for and attend UAL/RUAEA periodic meetings, when possible. They will research and respond to specific questions from RUAEA officers and members. Positions require extensive experience with UAL Headquarters personnel and UAL modus operandi. Because of the unique nature of the positions, Liaisons should be familiar with the corporate structure of UAL. They will be appointed by and report to the President for a term of two years.

REGIONAL DIRECTORS AREAS OF RESPONSIBILITY

General

- Directors, in the furtherance of duties listed in the By-Laws, will provide a two-way channel of communications between RUAEA and the local Chapters. To further communication, the director's email address shall appear in the Newsletter.
- Promote membership in RUAEA which includes retention of current members and provide updates to new members. Become familiar with the membership and newsletter activities.
- Communicate on a quarterly basis with the respective chapters using a standardized survey, as well as providing updates on current events, changes or opportunities within RUAEA. Communication can be via the most appropriate manner, email, in person. If the visit in person is to generate expenses, these must be approved in advance by the Executive Vice President. The communication will be timely, and relate only to the RUAEA business or information.
- Maintain a support pathway for any members not associate with an established chapter.
- Contact new members with an established welcome packet, The mailing will be a standardized letter/postcard, welcoming the new member and providing Director's contact information for a chapter that may be in their respective area.

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- Assist in conducting the Annual Convention as requested.

New Chapters

- Encourage, promote and assist new chapters to get started. Chapters start from informal retiree groups that may already meet, usually at restaurants for either breakfast or lunch. When formed, the chapter should have a location, contact information and meeting times to be published.
- When finalized, report in writing the information on the chapter to the President, Executive Vice President and Newsletter Editor.
- Explain that they are AUTONOMOUS of the National Association and are free to make their own rules and regulations. Since local chapters and RUAEA are separate and distinct from each other, the RUAEA National Tax code number is for the exclusive use of RUAEA National only and cannot be used by any other local chapter.

SECTION 4 DUTIES AND RESPONSIBILITIES NEWSLETTER, WEBSITE AND MEMBERSHIP

NEWSLETTER MANAGER

General

- The Newsletter Manager will report to the Executive Vice President for all RUAEA Newsletter management functions, which include:
- Shall assure a timely, fiscally responsible monthly publication and mailing of the Retired United Airlines Employees Association Newsletter.
- Recommend and maintain contracts with vendors, such as printers, transportation and mailing specialists.
- Support the Membership/Support Manager and his/her functions.
- Coordinate with the Membership/Support Manager in the establishment and maintenance of general/applicable office policies and procedures.

Website

- Transmit Newsletter data to Webmaster.
- Monitor the accuracy of the Website versus the paper Newsletter and coordinate with Webmaster for any required corrections.
- Receive, review and coordinate all external submissions to the Website for compatibility with the paper Newsletter.

Newsletter production, Preparation and Distribution

- Maintain relationship with print shop to print and deliver the Newsletter to a Mailer.
- Maintain relationship with vendor/s to label and mail the monthly Newsletter.

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LETTERS EDITOR DUTIES

- Reports to the Newsletter Manager.
- Receives and formats all letters submitted for the Letters Section and Greetings and Thanks Section of the Newsletter.
- Maintains necessary correspondence with the members who submit items for the Letters Section and Greetings and Thanks Section of the Newsletter.
- Transmits completed files to the Newsletter Manager for publication.

WEBSITE MANAGERS DUTIES

General

- Website Managers act as consultants overseeing the RUAEA Website regarding its format, content, activities and operation. They help to develop and maintain the Website policy and procedures. They act to oversee and coordinate activities between the Web Hosts (Spectrum Corporation) and the RUAEA Denver Office when appropriate. Website Managers answer questions received via the website from RUAEA members regarding website suggestions or problems. They answer or delegate to appropriate RUAEA personnel, questions received via the website regarding United Airlines policy, procedures or travel related items.
- Appointed by the President with the advice and consent of the Board and report to the Executive Vice President.

MEMBERSHIP/SUPPORT MANAGER

The Membership/Support Manager will be responsible to the Executive Vice President for all RUAEA membership and support functions, which include:

Membership

- Management of the day-to-day operations of the Membership side of the organization.
- Corporate History of the RETIRED UNITED AIRLINES EMPLOYEES ASSOCIATION (Copy of all Newsletters since origination of Association)

Membership Status

The Denver Office shall be responsible for all membership issues. The office will develop and maintain a data base reflecting membership status. There are two levels of membership: “Regular Members” and “Members”. “Regular Members” have all privileges of membership including the right to vote and hold office and “Members” have all privileges with the exception of voting and holding office. All members have a “Member Status” which is maintained in the Master Data Base. They are:

- Foreign Regular
- Foreign Life
- Honorary
- Life
- Regular
- Subscription

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- Unique File Number

Those Members with the letters “H” for Honorary or “S” for Subscription preceding their membership number are not allowed to vote or hold office. All others are Regular Members and are afforded the privilege of voting and holding office.

All issues requiring resolution of membership questions will be settled with the concurrence of the Membership/Support Manager and the Executive Vice President.

Maintenance of the Membership Data Base

- Development of policy and procedures that are directly related to the membership system and provides assistance to RUAEA’s Officers, Directors and staff with any data needs from the Membership Data Base

Computer Systems

- Provide management and maintenance of the Membership Data Base, Internet and Newsletter Computers, including anti-virus software.
- Provide maintenance of software, peripherals and backups to prevent data loss in the event of computer failure.
- Provide provisions for computer security.
- Provide training for all that may have a need to use the computers, and assurance that sufficient back up personnel are trained to perform the computer-related needs of the office.
- Responsible for development of procedures to maintain and enhance efficient computer usage.
- Coordinate computer related issues with and between the Website Managers, Newsletter Manager and the WEB Master.
- Resolve, or make contacts for the resolution of any computer anomalies.
- Provide the Treasurer a monthly member report.
- Provide adequate work space and proper equipment for the efficient performance of all office functions.
- Issuance of any required documents including checks for related office needs.
- Distribute the Monthly Arrears list to the Officers and Directors.
- Act as RUAEA Registered Agent to the State of Colorado.
- Shall monitor and file all legally required documents to operate the Denver Office
 - ☑ Yearly Non-Profit Corporation.
 - ☑ Yearly Periodical Mailing permit.
- Assure all missed Newsletters are re-mailed.
- Arrange and host with the Executive Vice President an annual Appreciation Luncheon for the qualifying members of the RUAEA Denver Office Staff and qualified Guests.

Financial

- Review, approve and pay all expense reports for the Denver office staff, except for reimbursement of personal expenses exceeding \$200.00 (Exception to the limit is Convention and Board Meeting Expense for the Secretaries) which will be submitted for approval and payment to the Executive Vice President and Treasurer.
- Review, approve and pay normal expenditures for the maintenance and operation of the Denver Office.

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- Receive, analyze, and respond to requests for financial information from the RUAEA Financial Archives.

ASSISTANT MEMBERSHIP/SUPPORT MANAGER

- Reports to the Membership Manager.
- Provides Technical advice.
- Programs and maintains the Membership/Office computers and data base.
- Provides back-up during the absence of the Membership Manager.

SECTION – 5- DUTIES AND RESPONSIBILITIES COMMITTEES

CONVENTION SITE SELECTION COMMITTEE

Chairperson

- Recommended by Vice President – Conventions. Appointed by President.

Members

- Selected by Chairperson. Approved by Vice President – Conventions. As assigned by the Chairperson, review potential convention Sites utilizing ‘Convention City and Hotel Proposal’ guidelines published in the Convention Manual. Present suggestions to entire committee. Site Selection Chairperson advises Vice President – Conventions of recommendations. Term – two (2) years continuing at the discretion of the Chairperson.

Criteria

The following Criteria for Hotel will be reviewed for reasonability:

- Minimum of 250 hotel rooms available to RUAEA;
- Banquet facilities for 300
- Reception space for 300
- Meeting space for committee meetings as required;
- Attractive price range.

Criteria for City to meet:

- Attractive hotels, city, and sight-seeing opportunities;
- Transportation on United Airlines or United Express into city;
- Local group strong enough to operate convention.

Negotiation

- Vice President – Conventions and Site Selection Chairperson; along with other committee members as required. Finalize Convention arrangements with Hotel. Hotel to provide three (3) copies of proposed contract based upon ‘Hotel Proposal Guidelines’

RUAEA President may participate if (s) he so desires. At the conclusion of all negotiations, the Vice President – Conventions will send the contract to the President for signature.

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At the Associations annual audit, the Treasurer will not participate in the audit but will be available to answer questions of the Audit Committee.

AUDIT COMMITTEE

General

- The Audit Committee will consist of a Chairman, Treasurer, and additional Auditors appointed by the President. The Audit Committee will be responsible for auditing the Association’s records at the end of the year, the Convention records at the close of the Convention, the Denver office on an annual basis and will tally the results of the Officers/Directors election. The annual audit of the Association’s financial records will be prior to the winter Board of Directors meeting, the annual audit of the Denver office as scheduled and the Officers/Directors election tally as provided for by the election schedule.

Association Audit

- It shall be the responsibility of the Audit Chairperson to plan and supervise the audit, as provided for in the Audit Program (Exhibit A to the Policy & Procedures Manual), of the annual financial reports of the Association prepared by the Treasurer in January of each year; to review the plan with other member(s) of the Audit Committee and schedule the audit in conjunction with the Treasurer. Upon completion of the audit, a report of the findings will be sent to the President, with a copy to the Treasurer, in time for the Board of Directors review at their winter meeting.

Convention Audit

- It shall be the responsibility of the Audit Chairperson to plan and supervise the audit, as provided for in the Audit Program (Exhibit A to the Policy & Procedure Manual), of the annual Convention records prepared by the Convention Officers at the close of the Convention, to review the plan with other member(s) of the Audit Committee and schedule the audit in conjunction with the Vice President – Conventions, Convention Chairperson and Convention Treasurer. Upon completion of the audit, a report of the findings will be sent to the President, with copies to the Convention Officers, in time for Board of Directors review at their Fall meeting.

Denver Office Audit

- It shall be the responsibility of the Audit Chairperson to plan and supervise the audit, as provided for in the Audit Program (Exhibit A to the Policy & Procedures Manual), of all functions conducted in the Denver Office, to review the plan with other member(s) of the Audit Committee and schedule the audit in conjunction with the Executive Vice President, Newsletter Manager and Membership/ Support Manager.

Upon completion of the audit, a report of the findings will be sent to the President, with copies to Denver Office Management, in time for Board of Directors review at their next scheduled meeting.

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Officers/Directors Election Tally

- It shall be the responsibility of the Audit Chairperson to plan and supervise the tally, as provided for in the Audit Program (Exhibit A to the Policy & Procedures Manual) to review the plan with other member(s) of the Audit Committee and schedule the tally in conjunction with the Past President. Upon completion of the tally, a report of the findings will be sent to the Past President as provided for by the election schedule.

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EXHIBIT A – AUDIT PROGRAMS

Association Audit

At the Association’s annual audit, the Treasurer will not participate in the audit but will be available to answer questions of the Audit Committee. The audit will be completed, and a final report sent to the President prior to the March Board of Directors’ meeting.

The items to be audited will be:

- Balance Sheet
- Operating Statement
- Bank Deposits and Withdrawals
- Disbursements and their Authorization
- Bank Reconciliation
- Investment Portfolio and Interest payments
- Insurance Coverage
- Any other pertinent financial records.

Convention Audit

At the Convention annual audit, the Treasurer will be a member of the Audit Committee and the Vice President – Conventions, Convention Chairperson and Convention Treasurer will be available to answer questions of the Audit Committee.

Items to be audited will be:

- Convention Statement of Income and Expenses
- Convention Revenue
- Convention Banquet Expenses
- Convention Tour Expenses
- Convention Entertainment Expenses
- Bank Reconciliation
- Other pertinent financial records

Denver Office Audit

- At the Denver Office annual audit, the Treasurer will be a member of the Committee, and the Executive Vice President, Membership/Support Manager and Assistant Membership Manager will be available to answer questions of the Audit Committee

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AUDIT Elections

General

Election audit support will be at the direction of the Executive Committee.

Officers/Directors Election Tally

The tally of the ballots for Officers and Directors will be conducted by an appointed member (s) of the Executive Committee providing guiding the process of the tally.

The Appointee will:

- Select the location to which ballots will be mailed and advise the Executive Committee
- Collect and count the ballots
- Upon publication of the results, dispose of the ballots

General

- The Executive Committee will oversee the process of vacancies and may appoint a committee
- The Executive Committee will hold meetings to review possible nominees and select those most appropriate for the job, keeping in mind the long-term survival of RUAEA. They will interview proposed candidates to make certain that they understand the job; responsibilities involved and will accept nomination for the job.
- Prepare a slate of nominees for the Board of Directors review.
- Prepare a biographical sketch of each nominee by personal or telephone interview and prepare form to be completed by the nominee prior to the March Board of Directors' meeting.
- Publish the approved slate at least **sixty (60)** days prior to the next annual meeting of the membership in the Newsletter.
- Publish the Biographical sketch of each nominee at least **sixty (60)** days prior to the next annual meeting of the membership in the Newsletter.

Filling Vacancies

- In the event of a vacancy in the position of Officer or Director, the Board shall contact the President to initiate an immediate meeting to search for replacement(s) to fill the remaining term(s) of office. Input from the Board of Directors and others shall be requested. When the nominees are agreed upon, their names shall be presented to the Board of Directors for discussion, approval, and appointment. In the event of a need for replacement prior to the next Board Meeting, a telephone vote may be held.

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NOMINEE BIOGRAPHICAL DATA (SAMPLE FORM)

NAME _____ PLACE OF BIRTH _____

ADDRESS _____ CITY/STATE _____

ZIPCODE _____ TELEPHONE NUMBER _____

EMPLOYMENT DATE ___/___/___ JOB TITLE _____

DEPARTMENT _____ LOCATION _____ AIRLINE _____

RETIREMENT DATE ___/___/___ POSITION AT RETIREMENT _____

DEPARTMENT _____ LOCATION _____

UNITED AIRLINES RECOGNITION & AWARDS _____

RUAEA INVOLVEMENT LOCAL _____

VOLUNTEER INVOLVEMENT _____

LEISURE ACTIVITIES _____

SPOUSE'S NAME _____ DATE OF BIRTH _____

ADDITIONAL INFORMATION (OPTIONAL)
