

# PIKES PEAK SCHOOL AND PUBLIC EMPLOYEES RETIREMENT ASSOCIATION

## STANDING RULES

### Purpose:

The purpose of the standing rules is to provide guidelines for the day-to-day operation of the business and other affairs of the Pikes Peak School and Public Employees Retirement Association. These rules are to interpret and clarify provisions of the PPSPERA By-laws and are not to be in conflict with them.

### Rule Changes:

Changes in standing rules may originate with association members, the executive committee or the board of directors. A majority vote of the board of directors is required to amend the standing rules.

### Definitions:

PPSPERA means the Pikes Peak School and Public Employee's Retirement Association.

Board means the PPSPERA Board of Directors.

Association means the membership of PPSPERA.

PERA refers to the Public Employees' Retirement Association.

NRTA refers to the National retired Teachers Association, AARP's Educator Community.

Committee refers to the standing committees listed and/or ad hoc committees/task forces.

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## I. MEMBERSHIP

- A. Dues amounts shall be set by both local and state boards of directors.
- B. PPSPERA encourages unified local and state dues be paid to the treasurer.
- C. PPSPERA and CSPERA membership are required of all officers of the association, committee chairs and committee members.
- D. Mailing lists and e-mail addresses of the membership are never to be made available to organizations or individuals.
- E. State and association officers may request membership lists for specific purposes with the understanding that they shall be for internal use only.

## II. EXECUTIVE COMMITTEE

- A. New and different programs or sponsored activities requiring action by the board shall be presented to the executive committee in detail and discussed fully before action is taken by the board.
- B. Chairpersons of standing, ad hoc committees/task forces and individuals may attend executive committee meetings as observers and at their own expense.

## III. BOARD OF DIRECTORS/OFFICERS

- A. All officers and other board members are expected to attend all officially called meetings unless previously excused.
- B. Only duly authorized members may vote.
- C. Each person shall have one vote only.
- D. Upon the approval of these Standing Rules, all officers and board members shall have electronic mail in order to facilitate the communication and the conducting of business of the association. All sitting officers and board members shall be exempt from this requirement.

## IV. STANDING COMMITTEE/LIAISON ROLES AND RESPONSIBILITIES

- A. The Crystal Apple liaison attends and participates on the Crystal Apple planning committee.
- B. The community service/volunteer member receives and calculates volunteer hours from the membership and sends a report to the CSPERA volunteer chairperson.

## V. FINANCES

- A. Membership is an annual fee of \$5.00 as of 2009 collected by the membership chairperson or treasurer.
- B. PPSPERA members may pay state dues at the same time local dues are paid and not covered by other entities.
- C. The board is encouraged to use federal guidelines when establishing reimbursement rates.

## VI. COMMUNICATIONS

- A. The association president or designated representative shall be the official spokesperson for the association on all matters pertaining to the affairs of PPSPERA.
- B. The official publication of the association is the PPSPERA Newsletter. It is published several times each year and is mailed to all members, Pikes Peak area school district superintendents and public relations officers for PERA affiliated groups in the Pikes Peak region.
  - 1. The staff of the PPSPERA Newsletter welcomes and encourages members to contribute news and suggestions.
  - 2. The staff of the PPSPERA Newsletter may edit condense or delete material submitted for publication.

## VII. GENERAL RULES

- A. All PPSPERA activities are on a non-partisan basis.
- B. The president shall appoint membership on association committees to reflect the composition of the association members.
- C. The association may cooperate with and support other organizations and associations with the approval of the executive committee/
- D. Association stationery is available for use by officers and committee chairs for official business only.
- E. The secretary shall use the following guidelines in performing his/her duties.
  - 1. Minutes will include the date, time, place of meeting, names of attendees, names of absentees and the approval or disapproval of the previous minutes.
  - 2. Copies of all minutes will be reviewed by the president prior to the distribution.
  - 3. Send and/or post draft minutes to the appropriate audience within 30 days following the meeting.
  - 4. After minutes have been approved and/or corrected they shall be distributed/posted to the appropriate audience within 30 days of approval.
  - 5. Provide printed forms for elections and other association business as required.

- F. The treasurer will serve as chair of the finance committee. Other members will include but not be limited to the executive committee. This committee shall present the annual proposed budget to the board of directors for approval and submission to the membership.
- G. The past president shall serve as the chair of the nominating committee. This committee will submit at least one name for each vacant office by no later than 15 days prior to the election.
- H. All officers, committee chairs and their committee members shall adhere to the PPSPERA By-laws and to the PPSPERA Standing Rules.