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**RULES OF OPERATION  
FOR TEXAS PRIDE CHAPTER 22 OF  
TELECOMPIONEERS**

**ARTICLE I. NAME AND SCOPE.**

**Section 1.** The name of this organization shall be AT&T Texas Pride Chapter 22, TelecomPioneers, hereinafter referred to as the “Chapter”.

**Section 2.** This Chapter was formed under a charter (date unknown), granted by the TelcomPioneers (formerly the Telephone Pioneers of America). This Chapter is part of the corporate entity which constitutes TelecomPioneers, a Colorado nonprofit corporation (the “Organization”).

**Section 3.** This Chapter is granted jurisdiction over the membership in the Northern geographical area of Texas by AT&T, the sponsoring company.

Section 4. The headquarters of this Chapter shall be in Dallas, Texas.

**ARTICLE II. SUBORDINATE UNITS.**

**Section 1.** For administrative purposes, the territory of this Chapter may be subdivided into councils and clubs.

**Section 2.** Each council shall be a constituent part of this Chapter. Each club shall be a constituent part of either the Chapter or a constituent council of this Chapter.

**Section 3.** Groups consisting only of Life Members may be organized into units known as Life Member Club/Council, each of which shall be a constituent part of the Chapter or a constituent council of this Chapter.

**Section 4.** All subordinate units (including councils, clubs and Life Member clubs) shall be governed by the Rules of Operation of this Chapter, shall derive their authority from the executive committee of this Chapter, and shall be established or abolished only with the approval of the Chapter executive committee or the board of directors of the Organization, as the case may be.

Appendix A, Pioneers Issue Resolution Procedure, is the process for addressing unsettled issues within the Chapter.

**Section 5.** The councils and clubs that have been authorized by the Executive Committee of this Chapter shall be as described in Appendix B to the Rules of Operation of this Chapter. The description shall include the name given to each subordinate unit, the territory in which it operates, its headquarters and organization date if known.

### **ARTICLE III. PURPOSE.**

**Section 1.** The purpose of this Chapter and of its subordinate units shall be to carry on the work of work of Pioneering within its jurisdiction in accordance with the purpose of the Organization, which is:

*The purpose of the Pioneers shall be charitable and educational, including but not limited to promoting and supporting the charitable and educational goals of current and retired telecommunications companies' employees in their communities.*

### **ARTICLE IV. MEMBERSHIP.**

**Section 1.** Membership qualifications and categories align with those posted in the Organization Bylaws. Membership categories include Regular, Life, Affiliate Life, Honorary, and Associate.

**Section 2.** Regular members are assigned to a club/council by work location. Life members are assigned to a Life Member club/council if available; otherwise to a club/council based on their home location. However, any member may opt to transfer to another club of their choice.

**Section 3.** Non-pioneer retirees or former employees who are at least 55 years of age may elect to join Pioneers by paying 3 years dues at \$22.00 per year (total \$66.00), or volunteer with 3 pioneer sponsored projects. Non-pioneers or pioneers who retire or leave the company before age 55 must pay dues until they are 55 years of age to attain life membership.

**ARTICLE V. OFFICERS AND EXECUTIVE COMMITTEE.**

**Section 1.** The officers of this Chapter and of each of its councils and clubs shall be a **President**, a First Vice President, a Second Vice President, Immediate Past President, a Life Member Representative (at the Chapter level), Member-At-Large (at the club level), a Secretary and a Treasurer (or Secretary/Treasurer). The Chapter Life Member Representative, being an elective office, shall be someone other than a Life Member Club President.

**Section 2.** There shall be an executive committee of this Chapter and of each of its councils and clubs, consisting of the President, Immediate Past President, 2 Vice Presidents, and Life Member Representative at the Chapter level, member-at-large at the club level, treasurer, and secretary. The council Presidents will be members of the Chapter Executive Committee, and club Presidents will be members of the Council Executive Committees. The Pioneer Secretaries and Treasurers shall be non-voting members of their respective Executive Committees.

The President of each unit shall act as Chairperson of the unit's Executive Committee. The unit Secretary shall keep accurate records of the proceedings of the unit Executive Committee as described in Article XI, Section 5, of these Rules of Operation.

**Section 3.** When a vacancy occurs, the Executive Committee of the unit shall fill the vacancy.

**Section 4.** Regular member officers will be elected for a two-year term. Any elected officer may serve a maximum of three consecutive terms upon approval of the existing employee's supervisor, the unit executive committee (two-thirds vote required) and the AT&T Pioneers Group Executive Committee [GEC] Director. Given all three approvals, no further nominating committee activity, election or membership balloting is required. A person who has been appointed to fill a vacancy in office for the remainder of a term may be nominated and elected to that office for the following term.

**Section 5.** No member of this Chapter shall hold more than one elective position in the Organization at any one time.

**ARTICLE VI. RESPONSIBILITIES OF EXECUTIVE COMMITTEES.**

**Section 1.** The Chapter Executive Committee shall be the governing body of the Chapter with responsibility in accordance with the provisions of the Rules of Operation of this chapter and of the Organization's Bylaws. It shall have the authority to establish or abolish councils and clubs and to prescribe methods for their operation. It shall have the power to fill vacancies in the offices and Executive Committee of the Chapter when they occur and to appoint delegate alternates/votes and additional delegates/votes to the Annual Meeting of the Organization.

**Note:** To avoid confusion regarding the number of delegates to send to the Annual Meeting, an amendment was passed in 2001 to make it clear that additional Chapter

representation can be in the form of a proxy vote and does not necessarily have to be the physical person attending. This measure could also reduce the overall number of delegates attending the Annual Meeting and thereby reduce costs.

**Note:** When a Chapter is entitled to additional delegates to the Annual Meeting, as provided in the Organization Bylaws, the Chapter should give serious consideration to providing proportionate representation of its Life Members, based on the ratio of Regular Members to Life Members on the rolls of the Chapter.

**Section 2.** Each council and club Executive Committee shall be the governing body of its respective unit with responsibilities in accordance with the provisions of the Rules of Operation of this Chapter and of the Organization Bylaws. Each shall have the power to fill vacancies in the offices and Executive Committee of its respective unit when they occur.

**Section 3.** The Chapter Executive Committee shall have authority to prescribe regulations as to Chapter and subordinate unit matters not specifically provided for herein, within the framework of the Rules of Operation of this chapter and of the Organization Bylaws. However, in no case shall the intent and meaning of the provisions of these Rules of Operation be changed, except as provided in Article XIII of these Rules of Operation.

## **ARTICLE VII. STANDING COMMITTEES.**

**Section 1.** Standing committees shall be established to carry out the Pioneer objectives of the Organization and to meet the specific needs of operating the Chapter and its subordinate units.

**Section 2.** Examples of standing committees are listed below:

- (a) Community Service
- (b) Nominating Committee
- (c) Fund Raising
- (d) Financial
- (e) Life Member
- (f) Membership

**Section 3.** Pioneer Practices provide guidelines for the formation of Standing Committees.

## **ARTICLE VIII. MEETINGS.**

**Section 1.** Meetings of this Chapter or of any of its councils or clubs may be held at the call of its Executive Committee.

**Section 2.** Meetings of an Executive Committee may be held at the call of its President and shall be held at the request of three members of the committee. Notice of a meeting shall be sent / provided to each Executive Committee member of the respective unit at least 10 days before each meeting. Two thirds of the Executive Committee, present and voting (or attending via conference call), shall constitute a quorum for the transaction of business. Executive Committee members may act / vote a maximum of one written proxy for an absent member.

## **ARTICLE IX. ADMINISTRATIVE AND CALENDAR YEARS.**

**Section 1.** The administrative and calendar years of this chapter and its subordinate units shall run concurrently beginning on January 1st and ending on December 31st of the same year.

## **ARTICLE X. REVENUES.**

**Section 1.** Application fees, other fees and membership dues are prescribed by the Organization.

**Section 2.** Funds may be derived from fund-raising activities, from donations, and from other sources which have been approved by the Chapter Executive Committee as consistent with the organization and operation of the Organization. It is the policy of the Organization that its members contribute time and energy to community service and charitable activities. Contributions from all Chapter, Council, or clubs should be combined with Organization's personal involvement. No Chapter, Council, or Club should contribute \$5,000.00 or more to one organization annually without prior approval of the AT&T Pioneers Group Executive Committee [GEC] Director. All Chapter, Council, or club checks written for the amount of \$5000.00 or more must also have the additional approval of the AT&T Pioneers Group Executive Committee [GEC] Director.

**Section 3.** The volunteerism in the Organization's projects is an important part of the Pioneering philosophy. The priority used when determining Chapter project should be:

- (1) Volunteering only, no funds given.
- (2) Use the Organization's funds to purchase materials to make items to be donated to our "clients" and volunteering at "client site".
- (3) Use the Organization's funds to purchase items for our "client" and volunteering at "client site".
- (4) Use the Organization's funds to give a donation to our "client" – this option is not encouraged since our donors do not need us to "re-gift" their donations to another organization.

**Section 4.** The apportionment of funds (fees, dues, donations, etc.) to subordinate units shall be determined by the respective Executive Committees; e.g., Chapters to councils and councils to clubs.

**Section 5.** The principal, income and all property shall be used at least 65 percent for specific charitable, educational and scientific purposes. No part of the net earnings shall inure to the benefit of or be distributable to Chapter members, trustees, officers or other private persons, except that payments and distributions may be made in furtherance of the purposes set forth above.

**Section 6.** In no way shall the actions of the Chapter or the use of its funds involve the carrying on of lobbying activities or other attempt to influence legislation or the election of any candidate for public office. Notwithstanding any other provision stated herein, the Chapter shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under U.S. and Canada Internal Revenue Law.

## **ARTICLE XI. POWER AND DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

**Section 1.** The President of this Chapter and the President of each of its units shall:

- (a) Enforce the provisions of the Organization's Bylaws and this Chapter's Rules of Operation;
- (b) Preside at all meetings of the corresponding Pioneer unit and executive committee;
- (c) Have authority to call meetings of the Executive Committee;
- (d) Be empowered to appoint committees as provided in these Rules of Operation and such special committees as the Executive Committee may deem advisable;
- (e) Be a member *ex officio* of all committees except the Nominating Committee;
- (f) Ensure that the Nominating Committee is selected in accordance with Chapter guidelines and properly trained to fulfill its mission;
- (g) Perform such other duties as usually pertain to the office or as may be delegated by the Executive Committee; and.
- (h) The Chapter President has the authority to decide all questions of order subject to an appeal; act as judge of elections and declare the results.

**Section 2.** The Vice President(s) of each unit shall assist the President of such unit in the discharge of duties and responsibilities. During the absence or disability of the President, the First Vice President shall have all the powers and perform all of the duties of the President. If it appears that the office of President will be vacant for the remainder of the term, the Vice President may be appointed President by the executive committee for the unexpired portion of the term.

**Section 3.** The Immediate Past President of each unit shall be a member of the executive committee. The Immediate Past President acts as an advisor to the President and the Executive Committee and often chairs the Nominating Committee.

**Section 4.** The Chapter Life Member representative and the Club Members-At-Large will be required to take special assignments or serve on committees as the President or Executive Committee may assign.

**Section 5.** The Chapter Secretary and the Secretary of each subordinate unit are the administrative officers of the unit, acting in concert with the unit President and Executive Committee and with the advisement of the sponsor company liaison, and shall:

- (a) Enforce, along with the unit President, the provisions of the Chapter Rules of Operation and Organization Bylaws;
- (b) Keep accurate records of the proceedings of the unit and of its Executive Committee;
- (c) Take care of the general correspondence and have charge of all records, except those in the charge of the treasurer, if required, or as otherwise directed by the Executive Committee;
- (d) Give notice of all meetings;
- (e) Issue such reports as the Executive Committee may direct;
- (f) Advise and consult with the members of the Executive Committee and the standing committee chairpersons in their work by maintaining and interpreting Pioneer methods and practices, and aid them in advancing the best interests of the Chapter and the Organization; and
- (g) Perform such other duties as usually pertain to the office or as may be assigned by the President or Executive Committee.

**Section 6.** The chapter Treasurer oversees the Treasurers of each sub-unit, in concert with the unit President and Executive Committee and with the advisement of our interface with AT&T Corporate and shall:

- (a) Receive and be custodian of all its monies;
- (b) Keep its Executive Committee fully advised on all matters connected with the unit funds;
- (c) Keep an accurate financial record, showing all receipts and disbursements;
- (d) Keep its funds under the Organization's designated banking institutions;
- (e) Prepare vouchers and disburse such funds as directed by the executive committee and approved by the president and vice president;
- (f) Perform such other duties as the President or Executive Committee may assign;
- (g) Report the financial condition of the Chapter at each meeting of the Executive Committee, based upon information and printed reports supplied by the Pioneer Accounting Center;
- (h) Be responsible for primary communications with the (PAC); forward copies of Minutes of all Executive Committee Meetings to the PAC; develop the Annual Budget for each unit and submit to the PAC.

- (i) See that all vouchers, bills and other statements requiring payments are properly approved for payment and see that copies of any locally made deposits are forwarded to the PAC;
- (j) Cooperate with and support the PAC in requests for additional information; and,
- (k) Cooperate with the Organization's Treasurer by supplying any information requested for audit (internal or external) purposes.

**ARTICLE XII. ELECTION AND REMOVAL OF CHAPTER, COUNCIL, AND CLUB OFFICERS AND EXECUTIVE COMMITTEE MEMBERS.**

**Section 1.** Each unit shall hold an annual election. The Pioneer Unit President shall appoint a Nominating Committee Chairperson to head a committee responsible for recommending a slate of officers to be approved by the Pioneer Unit's Executive Board. If the Nominating Committee Chairperson steps down from the position, the Pioneer Unit President shall appoint a replacement. The Nominating committee Chairperson may be the Unit's Past President or another experienced Pioneer leader. The Nominating Committee should consist of one representative (appointed by the President of the subordinate unit) from each subordinate unit. If a unit has no subordinate units, the Nominating Chair should appoint 3 or 5 committee members. The current unit President may not appoint the committee or be a member of the committee.

Note: Regular member officers will be elected for a two-year term which may be extended to a third year with approval of the Executive Board. See Section 10. The first and second vice presidents of the chapter, councils, clubs and life member clubs may be advanced to the office of president and first vice president respectively of their units, subject to the approval of the respective executive committee. If the executive committee does not approve the advancement of one or both positions, the unit's nominating committee will seek candidate recommendations for that position as provided in the Section guidelines below.

**Section 2.** The Nominating Committee Chairperson will establish a timeline that will allow the names of the officer slate to be available to meet the deadline set by the Pioneer Chapter Nominating Committee chairperson.

It is the responsibility of Nominating Committee members to seek candidate recommendations from the respective membership. A completed Pioneer Officer Recommendation Form (Appendix C) should be submitted for each candidate. The Committee should have reasonable assurance the candidates are willing to serve and have manager approval if Regular Members. Nominating Committee members may not be candidates for the unit on which they serve. A committee member, who steps down, may be replaced by the person who appointed him / her.

**Section 3.** The Nominating Committee will review and discuss each candidate's qualifications to determine the most qualified candidate for each officer position. If the Committee cannot determine a most qualified candidate by majority vote, then more than one name may be submitted to the unit's Executive Board for consideration.

**Section 4.** Voting by the unit's Executive Board should be by written ballot (including e-mail written ballots) for each officer position. If a candidate does not receive a majority of votes, then the other candidates previously presented to the Nominating Committee must be re-considered by the Nominating Committee and the next most qualified candidate submitted to the unit for consideration. A second vote by the unit's Executive Board should be conducted by written ballot (including e-mail written ballot) for the officer(s) position in question. If after the second vote, the candidate(s) does not receive a majority of votes, the two previously submitted candidates for each officer position will be presented to the Chapter Executive Board for consideration and a vote. The previously submitted Officer Recommendation Form should also be provided to the Chapter Executive Board and the board members will vote by written ballot (including e-mail ballot).

**Section 5.** Following the approval of the unit's new officer slate, the Nominating Committee Chairperson should notify all candidates of the results.

**Section 6.** Secretaries and treasurers of each unit shall be appointed by its President.

**Section 7.** Any officer may be removed from office by a two-thirds majority vote of the Chapter Executive Committee whenever, in its judgment, the best interests of the chapter, council, club and / or the Organization would be served thereby.

**Section 8.** All terms shall begin on the first day of January.

**Section 9.** No member of this Chapter shall hold more than one elective position in the Pioneer organization at any one time. (Article V Section 6)

**Section 10.** Regular member officers will be elected for a two-year term. Any elected officer may serve a maximum of three consecutive terms upon approval of the existing employee's supervisor, the unit executive committee (two-thirds vote required) and the AT&T Pioneers Group Executive Committee [GEC] Director. Given all three approvals, no further nominating committee activity, election or membership balloting is required. A person who has been appointed to fill a vacancy in office for the remainder of a term may be nominated and elected to that office for the following term. (Article V Section 5)

A person who has been appointed to fill a vacancy in office for the remainder of a 2-year term may be nominated and elected to that office for the following 2-year term. In this circumstance the three consecutive year's maximum could be exceeded by several months. Term limits do not apply to Life Member Clubs / Councils.

## **ARTICLE XIII. AMENDMENTS.**

**Section 1.** Amendments to these Rules of Operation may be proposed to the Chapter Executive Committee.

**Section 2.** At any meeting of the Chapter Executive Committee, action on any proposed amendment to these Rules of Operation may be initiated by a two-thirds vote of the committee members, provided notice of the proposed amendment was sent to each member of the committee at least 10 days prior to the meeting.

**Section 3.** Proposed amendments to these Rules of Operation shall be submitted for approval and must be approved by the Organization President or designated headquarters staff member before implementation.

**Section 4.** The Appendices to these Rules of Operation may be amended by the Chapter Executive Committee.

**Section 5.** Within 30 days of the completion of the amendment process, the Pioneer Chapter President shall ensure that an appropriately revised and dated file copy of the Chapter's amended Rules of Operation is forwarded to Organization headquarters office.

## APPENDIX A

### PIONEERS ISSUE RESOLUTION PROCEDURE

The following process is to be used in resolving issues within the existing Texas Pride Pioneer structure.

Club-level issues should be directed to the Club Executive Board, Council-level issues directed to the Council E-Board and Chapter-level issues to the Chapter E-Board. Please use this form to describe the issue and the expected decision. For uniformity, consistency, and expediency, please follow the stated procedure. Documents submitted that do not follow the instructions will be returned for revision. Revisions shall be limited to one occurrence, after which the unit's Executive Committee or Executive Board ("E-Board") reserves the right to:

- 1) Request clarification
- 2) Render a decision on the information as presented

The unit's E-Board may utilize TCP guidance in reviewing issues to ensure compliance with applicable rules, bylaws, or other guidance.

Issues not resolved at the local unit [Club or Council level] may be brought before the Chapter E-Board for resolution. Decisions by the Chapter E-Board are final and not subject to appeal.

CONTACT INFORMATION: When issues involve two parties, filing party must provide contact information for both parties. If filing party is questioning an issue and there is no responding party, it is permissible to leave the respondent section blank.

Name of Club/Council/Chapter requesting action:

Name and title of individual requesting action:

• Contact Information: Ph: e-mail:

• Contact Information: Ph: e-mail:

Name of Club/Council/Chapter responding:

Name and title of individual responding:

#### DESCRIPTION OF ISSUE(S)

Describe the issue in 50 words maximum. A. State the issue clearly and concisely. B. State what outcome or E-Board decision is expected. Pre-existing, supporting data (e-mails, notices, etc.) will be accepted ONLY if:

- Dated (embedded, not handwritten)
- No more than 5 pages

#### ISSUE DOCUMENTATION\*

Issue 1:

.

Issue 2:

.  
Issue 3:

.  
Issue 4:

- While space is provided for multiple issues, filers should not address the same issue multiple times. Each issue addressed must be separate from the other. Additional issues may be filed on a separate sheet of paper.

DECISION BY CLUB/COUNCIL/CHAPTER E BOARD

Issue 1:

Issue 2:

Issue 3:

Issue 4:

Signature\_\_\_\_\_ Date\_\_\_\_\_

## APPENDIX B

### COUNCILS & CLUBS

### HEADQUARTERS

|                            |                       |
|----------------------------|-----------------------|
| Austin Council             | Austin, Texas         |
| Dallas Council             | Dallas, Texas         |
| Dallas Life Member Council | Dallas, Texas         |
| Fort Worth Council         | Fort Worth, Texas     |
| Northeast Council          | Richardson, Texas     |
| West Texas Council         | Abilene, Texas        |
| Desert Star Mixed Club     | El Paso, Texas        |
| Permian Basin Club         | Midland/Odessa, Texas |
| Top of the Panhandle Club  | Amarillo, Texas       |
| West Texas Rattler Club    | Abilene, Texas        |
| South Plains Hub Club      | Lubbock, TX           |

**APPENDIX C**

**PIONEER OFFICER RECOMMENDATION FORM**

I would like to recommend a candidate for the following Pioneer Office:

President \_\_\_\_\_ First Vice President \_\_\_\_\_

Second Vice President \_\_\_\_\_ Member at Large (Club level only) \_\_\_\_\_

Life Member Representative (Chapter level only) \_\_\_\_\_

Is the recommendation for the Chapter level \_\_\_\_ yes \_\_\_\_ no

If recommendation is for the council level -Name of Council \_\_\_\_\_

If recommendation is for the club level -Name of Council \_\_\_\_\_ and Club \_\_\_\_\_

Candidate Information:

Name \_\_\_\_\_ Email \_\_\_\_\_

Tel. No. \_\_\_\_\_

Work Title \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_

Tel. No. \_\_\_\_\_

Title \_\_\_\_\_ Address \_\_\_\_\_

Comments: (or may attach comments)

Submitted by: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX D

### FINANCIAL RULES OF OPERATION

#### **I. 65/35% Reporting**

Pioneer Units must spend at least 65% of its total expenses on project, program and charitable activities. Fundraising expenses may not exceed 35% of expected income, including related contributions. Related contributions include donations, legacies, and other gifts as a result of fundraising. All Pioneer Units should limit the accumulation of Reserve Funds to a maximum of 3 times their average annual expenditures. (2009 PAC Financial Policies & Procedures)

#### **II. Expense Allocation:**

Pioneer Units can allocate a portion of the cost of meetings / events towards Project & Program expenses when it is determined that a percentage of the time can be classified as “mission based” or program activity. A portion of the meeting must be spent conducting Pioneer business (i.e., planning, officer training, volunteer training or introduction to a new program; and another portion must be dedicated to a Pioneer project or program (e.g., packing boxes to send overseas, gathering toiletries for a women’s shelter, wrapping Christmas toys for underprivileged children, etc.). (2009 PAC Financial Policies & Procedures)



reimbursement after  
meeting percentages.i



Business meals policy  
6-2017.pdf

#### **III. Voucher Authorizations:**

One may not authorize their own expenses. All TPF1 forms or a copy must be sent to the Unit Treasurer for review who sends to the Unit President for authorization and for forwarding to the PAC. The Unit President, or in his/her absence, the Immediate Past President, Vice President, or Chapter Treasurer may approve expenditures. (November 13, 2013 Texas Pride Chapter Minutes.)

Note: Pioneer units may not have debit cards.

Per the Pioneers Financial Practices, 2.5, 4. Chapter Bank & Investment Guidelines.

#### **IV. Meeting Expense:**

a. Mileage or equivalent airfare (whichever is the lesser expense) and lodging will be reimbursed if the meeting is over 35 miles, one way, from one’s home to the meeting location, for all E-Board officers or substitutes. Meal expense will not be reimbursed for travel on the way home after a meeting. If overnight lodging is required for some officers attending a Chapter or Council executive meeting, and evening functions are part of the agenda, then officers who do not meet the 35-mile requirement will have the option for reimbursed overnight expenses. The E-Board may also elect to reimburse lodging and other expense based on other particular circumstances. (November 13, 2013 Texas Pride Chapter Minutes.)

b. **Attached Below is the Pioneers Business Travel and Expense Policy:** Regarding 1.H. Non-reimbursable Expenses: Trip insurance is non-reimbursable unless previously voted on by the local Board and recorded in the minutes; - The Chapter approved the motion that trip insurance may be requested for board approval on a case by case basis. (December 6-7, 2018 Texas Pride Chapter Minutes.)



PioneersBusinessTravel  
el 2018.docx

c. **Projects:** Only if a Pioneer is a Project Leader and / or has a crucial role to play in event activities which are over 35 miles one way from one's home to the event will meeting expense and mileage apply. Chapter Officers may attend major events by utilizing expense money from their allocated Expense Budget. (November 13, 2013 Texas Pride Chapter Minutes.)

d. **Unit Expenses:** A unit's (Council or Club) expenses are limited to their geographical area, e.g., a unit may not hold an expense paid meeting outside their territory or travel outside their area for other reasons, etc. Any exceptions must be approved by the Chapter Executive Board. (May 14, 2014 Texas Pride Chapter Minutes.)

#### **V. Mileage Reimbursement:**

Mileage will be reimbursed at the current IRS rate for miles driven for business travel or the current IRS rate for miles driven in service of charitable organizations. It should be noted that if mileage expense exceeds \$600 a year the PAC will issue a 1099 and the Pioneer will have a tax liability. Pioneers may elect to receive the lesser rate allowed for charitable organizations if they feel that they may run into tax problems. The Pioneer Treasurer will keep us informed of the current IRS reimbursement allowances. (April 27, 2018 Texas Pride Chapter Minutes)

#### **VI. AT&T Annual Meeting Guidelines:**

a. Attendees for the Annual Meeting will be Chapter Officers who were in office for the award year being recognized, i.e., Chapter President, Past President, 1st VP, 2nd VP, Life Member Rep, and all council presidents. Substitutions must be approved by the Chapter.

b. **Chapter voting delegates (are for the current year):** Each year the Chapter is allowed so many voting delegates based on our total membership count. Currently we have 10, our Chapter President, Past President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Life Member Rep and 5 of our 6 Council Presidents. With approval of the Eboard alternates may be substituted if needed. If at any time the Chapter total membership supports more or fewer delegates, the Chapter E-Board will determine the delegates. Chapter expenses will be paid for Chapter delegates.

c. **Other Annual Meeting Attendees:** The Chapter will determine if Pioneer money can be spent on other attendees. For example, the Chapter might consider that the councils COULD pay to send their elected council officers whose results are being recognized (1

VP, 2 VP, Past President) and / or clubs MAY pay for the Club President only whose results are being recognized. (February 13, 2008 Texas Pride Minutes)

d. Fund raising outside of Pioneer activities to send someone to the Assembly is not permitted. (December 9-10, 2008 Texas Pride Chapter Minutes)

e. All sponsored attendees are expected to attend all sessions. (January 15, 2008 Texas Pride Chapter Minutes)

f. The funding of any additional attendees will be at the discretion of approval by the Chapter E-Board.

### **VII. Chapter Project Contributions:**

All Councils must contribute to Chapter fund raising projects in some manner in order to participate in the distribution of funds raised. (May 7, 2008 Texas Pride Chapter Minutes)

### **VIII. Project Leader Recognition:**

In light of IRS Regulations, it is the policy of Pioneers that no monetary gifts or cards be given to fellow Pioneers for recognition of service. In lieu of cash or gift cards, see recommended options in the attached Policy. (Ref. June 2017 Pioneers Policy Manual)



Pioneers gifts to  
fellow Pioneers Policy

### **IX. Chapter Audits:**

The Chapter Treasurer and Executive Board will establish audit procedures. (April 9 and May 14, 2014 Texas Pride Minutes)

### **X. Training:**

Annual training for new officers may be handled within the unit or on a centralized basis with Chapter specialists assisting with officially prepared training materials. Annual training needs will be determined by the Chapter Executive Board. Generally, repeat officers should not require training and training for MAL's and Chairs is on-the-job training. (April 9 and May 14, 2014 Texas Pride Minutes)

### **XI. Sam's Club Membership:**

Each Council and/or Club will be allowed one Sam's Card (including the 3 free additional users) for tax exempt Pioneer business. The unit President is responsible for proper usage of the cards. No other cards are eligible for this authorization. (December 9, 2014 Texas Pride Minutes)

## APPENDIX E

### QUICK REFERENCE ITEMS

#### Article V

**Section 1. Unit Officers** are:  
President, Vice President, Immediate Past President,  
Life Member Rep. (Chapter level), Member at Large (club level),  
Secretary, Treasurer, Secretary / Treasurer.

**Section 2. Executive Committee** of each Unit includes the above plus:  
Council Presidents at the Chapter level  
Club Presidents at the Council level  
NOTE: Pioneer Secretaries and Treasurers shall be non-voting members.

#### Appendix D

**IX.** There shall be an **Audit Committee**:  
Chapter Treasurer and Executive Board will establish audit procedures.

#### Appendix D

**X. Training:** Annual training for new officers may be handled within the unit or on a centralized basis with Chapter specialists assisting with officially prepared training materials. Annual training needs will be determined by the Chapter Executive Board. Generally, repeat officers should not require training and training for MAL's and Chairs is on-the-job training.

#### Article VIII

**Section 2. Quorum:** Two thirds of the Executive Committee, present and voting (or attending via conference call), shall constitute a quorum for the transaction of business.

**Proxy:** Executive Committee members may act/vote a maximum of one written proxy for an absent member.

**Article XII. Nominating Committee:** Each unit's President, First VP, Second VP, Life Member Rep, and (Member at Large, Club level only) is nominated by a nominating committee, and approved by their respective Executive Committee.

The Secretary and Treasurer are appointed by the unit President and are non-voting members of their respective Executive Committees.

## **APPENDIX F**

### **GUIDELINES FOR PIONEER OFFICERS**

(September 17, 2015 Texas Pride Minutes)

The success of any Pioneer unit is a direct measure of its leadership. Effective Pioneer leaders plan, promote and conduct activities supporting our charitable and educational goals as well as our Pioneer traditions of service, loyalty and fellowship. The following guidelines represent at least the fundamental obligations necessary for our Chapter to continue to be the highly successful unit that we are.

- Must be an active or retired Pioneer member in good standing.
- Must represent Pioneers and AT&T in a positive manner.
- Active employees must have approval from their supervisor.
- Volunteer leadership experience is a plus.
- Possess the necessary technical skills for the position.
- Agreeable to taking on the responsibilities of the position.
- As soon as possible, complete the available training for said position.
- All executive board members should become familiar with the Chapter Rules of Operation (ROO).
- Be available to participate in a minimum of 70% of regular unit meetings, including conference calls. At the Chapter level, if a Council President cannot be present for a meeting, it is more meaningful and preferred that the proxy is an officer of the Council. Proxy representation for any Eboard member does not count as member attendance.
- Exercise timely use of email and voice mail as this is how we frequently communicate.
- Be willing to commit to the time commitment which could be from 5 to 20 plus hours per month.