



Adopted Asheville, NC - August 16, 2013

Adopted Oklahoma City, OK – August 15, 2014

Adopted Milwaukee, WI – August 13, 2015

Adopted Ft Wayne, IN - August 06, 2021

Adopted Savannah GA August 09, 2022

[Adopted College Station, TX August 04, 2023](#)

RASCOE EXECUTIVE COMMITTEE POLICIES

FOLLOWING ARE THE GENERAL POLICIES APPROVED BY THE RASCOE EXECUTIVE COMMITTEE. THESE POLICIES WILL REMAIN IN EFFECT AND DICTATE THE OPERATION OF RASCOE ON THE ITEMS COVERED UNTIL CHANGED OR AMENDED BY THE EXECUTIVE COMMITTEE OR THE BOARD OF DIRECTORS OF RASCOE AT THE ANNUAL RASCOE CONVENTION.

1. SECRETARY'S REPORT

REPORT TO CONTAIN BASICALLY THE SAME MATERIAL AS IN PREVIOUS YEARS, INCLUDING THE RASCOE'S CONSTITUTION AND BY-LAWS, THE RASCOE TRAVEL POLICY, AND THE EXECUTIVE COMMITTEE POLICIES. THE REPORT WILL BE DISTRIBUTED AT THE ANNUAL MEETING TO ALL THOSE IN ATTENDANCE.

2. RASCOE SUPPLIES

THE TREASURER IS TO MAINTAIN A SUPPLY OF THE MEMBERSHIP CARDS, ANY CERTIFICATES, ETC. FOR USE BY THE STATES AND TO FURNISH UPON REQUEST WITH NO CHARGE TO THE STATES.

3. DISTRIBUTION OF EXECUTIVE COMMITTEE MINUTES

SECRETARY IS TO DISTRIBUTE COPIES OF ALL EXECUTIVE COMMITTEE MEETING MINUTES TO RASCOE OFFICERS, AND NATIONAL COMMITTEE CHAIRPERSONS TO ENABLE THEM TO KEEP ABREAST OF RASCOE ACTIVITIES.

4. SECRETARY'S RESPONSIBILITY – EXECUTIVE COMMITTEE MEETINGS

THE SECRETARY SHALL BE RESPONSIBLE FOR INFORMING STATES OF ALL PERTINENT ITEMS IN MINUTES EXCEPT FOR SPECIFIC CASES WHERE SOMEONE ELSE IS DIRECTED TO DO SO.

5. FINANCIAL ACCOUNTS

THE TREASURER IS AUTHORIZED TO DEPOSIT EXCESS FUNDS (IF ANY) IN SAVINGS ACCOUNTS, TO PURCHASE TIME CERTIFICATES, ETC., IN SUCH A MANNER AS TO OBTAIN THE MOST INTEREST POSSIBLE AND YET SO THE FUNDS WILL BE AVAILABLE IF NEEDED.

THE RASCOE SECRETARY'S SIGNATURE SHALL BE RECORDED, AS AN ALTERNATE SIGNATURE, WITH FINANCIAL INSTITUTIONS WHERE RASCOE FUNDS ARE DEPOSITED. THIS WILL PERMIT ACCESS TO ALL ACCOUNTS IN THE EVENT THE PERSON RESPONSIBLE FOR THE ACCOUNTS IS UNABLE TO SIGN FOR RASCOE.

6. ACCIDENT INSURANCE

WHEN APPROVED AND AUTHORIZED, MEMBERS TRAVELING AT RASCOE EXPENSE AND FILING TRAVEL CLAIMS DIRECTLY TO THE RASCOE TREASURER ARE AUTHORIZED TO PURCHASE AN ACCIDENT INSURANCE POLICY IN THE AMOUNT OF \$100,000 ON AN INDIVIDUAL TRIP BASIS FOR EACH TIME SUCH TRAVEL IS REQUESTED AND AUTHORIZED BY THE PRESIDENT. REIMBURSEMENT TO BE REQUESTED ON THE RASCOE PERSONAL CLAIM EXPENSE FORM WHEN A CLAIM FOR TRAVEL EXPENSE (INCLUDING OTHER EXPENSES INVOLVED WITH TRAVEL, MEALS, HOTEL, ETC.) IS SUBMITTED FOR PAYMENT TO THE RASCOE TREASURER.

7. NASCOE, NARFE, AARP AND NAFEC ACTIVITIES

THE OFFICERS AND OTHERS ARE TO WORK CLOSELY WITH NASCOE, NARFE, AARP AND NAFEC FOR AND ON COMMON GOALS.

8. NAMES AND ADDRESSES OF STATE OFFICERS AND COMMITTEE CHAIRPERSONS

A LISTING OF STATE OFFICERS AND COMMITTEE CHAIRPERSON WILL BE INCLUDED IN THE SEPTEMBER ISSUE OF THE RASCOE NEWSLETTER. IT WILL BE THE RESPONSIBILITY OF EACH STATE ASSOCIATION TO SUBMIT THIS INFORMATION TO THE RASCOE PUBLICITY CHAIRPERSON (NEWSLETTER EDITOR) FOR INCLUSION IN THE NEWSLETTER.

9. RASCOE NEWSLETTER

A RASCOE NEWSLETTER WILL BE PREPARED AND MAILED OR EMAILED TO ALL MEMBERS OF RECORD ON AN AS NEEDED BASIS. THE PRESIDENT OR OTHER OFFICER OR COMMITTEE CHAIRPERSON AS ASSIGNED BY THE PRESIDENT WILL SUBMIT ARTICLES TO THE NASCOE PUBLICITY CHAIRPERSON FOR INCLUSION IN THE NASCOE NEWSLETTER OR NASCOE NOW.

10. QUARTERLY SUMMARIZATION OF EXPENDITURES AND COLLECTIONS

THE TREASURER WILL SUBMIT A SUMMARIZATION OF EXPENDITURES AND COLLECTIONS TO EXECUTIVE COMMITTEE MEMBERS AND NATIONAL COMMITTEE CHAIRPERSONS AT THE END OF EACH QUARTER.

11. THE STANDING COMMITTEES OF RASCOE ARE:

BENEFITS LEGISLATIVE MEMBERSHIP PUBLICITY

12. RASCOE SUPPORT OF STATE ASSOCIATIONS

RASCOE IS AUTHORIZED BY MEMBERSHIP TO LOAN UP TO \$500 TO ANY STATE REQUESTING ASSISTANCE TO ORGANIZE A STATE RASCOE ASSOCIATION.

13. AREA REPRESENTATIVES

AREA REPRESENTATIVES SHALL BE APPOINTED BY THE RASCOE PRESIDENT EACH YEAR AT RASCOE ANNUAL CONVENTION.

AREA REPRESENTATIVES SHALL FOLLOW THE SAME STATES IN WHICH NASCOE DELINEATES. THOSE SHALL BE:

MIDWEST AREA NORTHEAST AREA NORTHWEST AREA SOUTHEAST AREA
SOUTHWEST AREA

DUTIES SHALL INCLUDE BUT ARE NOT LIMITED TO:

- HELPING WITH THE RASCOE TABLE AS CALLED UPON WITH MEMBERSHIP AND INFORMATION AT THE ANNUAL MEETING
- PROMOTING MEMBERSHIP WITHIN THEIR PERSPECTIVE AREA
- ATTENDING CONFERENCE CALLS WHEN ABLE
- WRITE ARTICLES WHEN REQUESTED
- HELP MAINTAIN AND SUPPORT CAUCUS ROOM AT NATIONAL CONVENTION WHERE POSSIBLE