

## **EXHIBIT A**

### **REAP POLICY STATEMENT on COMMITTEES**

The following is a statement by the Board of Directors (“Board”) of the Retired Executives and Professionals (“REAP”) establishing committees (“Committees”) to act on its behalf in performing certain functions of the Board and this Policy Statement is hereby considered part of the Bylaws of REAP. The following paragraphs apply to all Committees:

1. For each Committee, except for the Admissions and Nominating Committees, the President appoints the Chair, who in turn selects as many members as needed.

2. Each such Committee member shall receive no compensation, either direct or indirect, other than for reasonable expenses.

3. Committees that incur budgeted expenses may submit receipts to the Treasurer for reimbursement. For unbudgeted expenses, Committees, upon approval from the Board, may submit an invoice to the Treasurer for payment to the vendor.

### **COMMITTEES OF THE BOARD**

**I. Admissions Committee:** The Admissions Committee shall consist of a minimum of three directors. The most senior of the past presidents then serving on the Committee shall be designated as the Chair of the Committee. Applicants for membership shall be interviewed by at least three members of the Committee at a mutually convenient time and place or by electronic means. The Committee is responsible for all matters relating to processing and integrating prospective new members as seamlessly as possible, as detailed below:

- a. The Chair receives email messages or written applications from those who inquire about membership and invites the potential member to attend a meeting. The webmaster ensures that the Chair receives the email messages.
- b. If the inquiring person is interested in membership, the Chair sets up an interview with at least three members of the Admissions Committee. A unanimous vote of the

interviewers suffices to accept or reject an applicant. If the vote is split, the matter is sent to the whole Admissions Committee for resolution.

- c. If accepted, the new member receives a packet of information about REAP, including, as long as REAP meets at the Ukrainian Educational Cultural Center (“UECC”), the Waiver of Right to Sue to the UECC which must be signed as a condition of membership (see Appendix I attached) and pay dues as appropriate. The Admissions Chair maintains the original waivers and provides copies to UECC.
- d. The Chair notifies the President, the chairs of the Directory Committee, the Newsletter/Member News Committee, and the photographer of the name and contact information of the new member.
- e. The President schedules a time for the new member to make a brief introduction at an upcoming general meeting.
- f. The Chair maintains a record of how new members heard about the Organization.
- g. The Committee produces name tags for new members and those who need a replacement.

**II. Archives Committee:** The Committee is responsible for maintaining all documents, whether online or in hardcopy form, produced in connection with the conduct of the affairs of the Organization, including, but not limited to, minutes of all meetings, all versions of bylaws, officers’ reports, financial reports, lists of talks given by members, and copies of REAPorter magazines (the “Documents”). The Chair of the Committee is responsible for depositing the Documents with the archives for the Organization.

**III. Banquet Committee:** The Committee is responsible for arranging an annual year-end event.

- a. A luncheon or equivalent closing event marks the end of the REAP program year during the first Wednesday in June.
- b. Members may invite guests to the event.
- c. After consultation with the President, the committee chooses the place, time, and program, and sets the cost for each attendee.
- d. The Chair acts as the Master of Ceremonies at the function.
- e. After the luncheon and before the entertainment, the outgoing President makes farewell remarks and turns the office over to the incoming President, who makes brief comments of acceptance.

**IV. Bylaws Committee:** The members of the Committee should be familiar with bylaw construction.

- a. The Chair of the Committee convenes the members upon receipt of a request for a change in the bylaws from the President.
- b. The Committee then responds with a recommendation on the proposed change.

**V. Calendar Committee:** The Calendar Committee provides a monthly calendar showing the upcoming REAP activities, including talks and study group meetings.

- a. Prior to publication, the Chair contacts all speakers, study group leaders and other members mentioned in the calendar to ensure that the information is correct.
- b. The monthly calendar is provided in electronic form to the Chair of “This Week at REAP” for distribution to the webmaster for posting, and may be provided in hardcopy, if requested by a member.

**VI. Directory Committee:** The Committee maintains an electronic list of current REAP members.

- a. The electronic list includes contact information, the month and year of joining REAP, and a photograph.
- b. The Committee updates this information as needed and sends it to the Chair of “This Week at REAP” for electronic distribution.

**VII. Equipment Committee (Audio Visual):** The Committee sets up audio visual and electronic equipment used at general meetings and study groups, coordinating with the Program Chair, each speaker and study group leader.

- a. The Chair interfaces with the meeting site host for proper integration of REAP equipment with the site equipment.
- b. The Chair monitors the audio/visual routine needs of the group (purchases) and makes recommendations to the Board if major equipment changes are required.

**VIII. Hospitality Committee:** The Hospitality Committee is responsible for providing the refreshments at the opening event held in September.

- a. If the September meeting is a potluck, then the Chair will arrange a list of food donors.
- b. The Committee may also coordinate additional social events during the season such as the Christmas Eve dinner or a summer get-together.

**IX. Newsletter/Member News Committee (This Week at REAP):** The Newsletter/Member News Committee is responsible for gathering news of present and former members of REAP.

- a. The Committee reports the news at general meetings, and, when appropriate, advises the REAPorter staff and the Chair of “This Week at REAP” for publication.

- b. The Chair sends appropriate cards to members who are ill and to families of deceased members.
- c. The Committee is responsible for the weekly publication of “This Week at REAP” and sending it to the entire membership through electronic mail.
- d. The Committee gathers pertinent information from the several arms of REAP.
- e. The Committee also sends members email notifications of REAP-related news and activities.

**X. Nominating Committee:** The Nominating Committee consists of the most recent past President who serves as Chair and who chooses three or more other committee members.

- a. The Chair notifies the general membership during the month of February that the selection of open officer positions will start in March and requests nominations of possible candidates.
- b. The Committee meets in March to select a slate of candidates for the upcoming REAP program year.
- c. The slate is presented to the entire membership at general meetings twice in April and distributed by email before a final vote. During these announcements, there may be floor nominations. All candidates must have previously agreed to serve and also agreed to not taking extended vacations during their term of office should they be elected.

**XI. Photography Committee:** The Photography Committee is responsible for making a visual record of events and trips during each program year which is included in the REAPorter for members to have as a keepsake.

- a. The Photography Committee also makes digitized images available to members upon request and provides digitized versions of the pictures to the REAPorter staff.
- b. The Photography Committee takes pictures of new members for the electronic Directory and of the weekly speakers for the REAPorter.

**XII. Program Committee:** The Program Committee is responsible for the smooth running of REAP programs during the program year in accordance with the following procedures:

- a. Maintaining a list of presenters and talk titles through the current REAP program year, and at least through the first half of the following program year.
- b. Ensuring talks are not travelogues, book reviews, or political or religious advocacy. Historical and cultural topics that touch on religion or politics are acceptable. *Guidelines for REAP Speakers*, available on the REAP website, have additional information.

- c. Reviewing topics that have been presented in the previous five years to make sure they are not repeated unless the content is substantially new or different from the past presentation.
- d. Emphasizing that presentations require research, in a field new to the speaker, or in an emerging aspect of a familiar field.
- e. Coordinating with the Equipment Committee regarding room arrangements and equipment requirements of the speaker.
- f. Providing the Webmaster, the Newsletter Committee, and the Calendar Committee with the current list of speakers and topics.
- g. Notifying the speaker of a cancellation or a change in format due to technical problems or bad weather conditions.

**XIII. Publicity, Recruitment and Retention Committee:** The Publicity, Recruitment and Retention Committee is responsible for attracting prospective new members and retaining current members by increasing the visibility of the Organization.

- a. The Committee may use such means as advertising, flyers, brochures, and/or articles in the local press to promote REAP.

**XIV. REAPorter Committee:** The REAPorter Committee is responsible for the preparation, publishing, and distribution of the official publication of the Organization.

- a. The Committee makes available on the website guidelines for writing articles to the membership.
- b. The Committee requests submissions of original articles, pictures, poems and other items created by members, for publication in the annual edition of the magazine. The REAPorter includes articles about yearly activities such as brief descriptions of talks, pictures of speakers, trip summaries, pictures from REAP events, memorials, list of officers, descriptions of study groups, etc.
- c. Submissions are encouraged as early as possible with a deadline of the June banquet.
- d. A maximum of two articles (1000 word maximum each) per member can be included in each edition.
- e. The Committee edits the submissions and prepares to send them to the printer. The Chair gets an estimate from the printer and submits it to the President for approval.
- f. The REAPorter, which is produced at the end of the REAP program year, is distributed to all members at the Hospitality meeting. One copy is submitted to the Archives Committee and, if available, to new members in the following year.

**XV. Trip (Travel) Committee:** The Trip Committee is responsible for arranging two trips each year, a one-day trip in the Fall and an overnight trip in the Spring, which are educational in nature.

- a. Costs of the trips are paid by the participants.
- b. The Chair secures preliminary clearance of dates and costs from the President before finalizing arrangements.
- c. Members and their partners have preference for participation; and, if there are spaces remaining, friends may sign up.
- d. Refunds can be given for cancellations, only if funds are available and according to the Organization's Trip Policy.

**XVI. Website Committee:** The Website Committee is responsible for maintaining and operating the Organization's website, [www.reaptalk.org](http://www.reaptalk.org).

- a. The webmaster ensures that the Chair of the Admissions Committee receives email messages from the website concerning new members.

---

*Approved and adopted by the Board of Directors by unanimous vote at a meeting duly held on February 27, 2023.*

*Adopted by the unanimous vote of the members at a meeting, present in person and online, duly held on March 8, 2023*

---

*Article XIII was amended by the Board of Directors by unanimous vote at a meeting duly held on August 8, 2023.*

## Appendix I

### **WAIVER OF RIGHT TO SUE RETIRED EXECUTIVES AND PROFESSIONALS (REAP) AND THE UKRAINIAN EDUCATIONAL AND CULTURAL CENTER (UECC)**

The following is added to the Bylaws of this organization of Retired Executives and Professionals, known as REAP (this “Organization”):

“To the fullest extent permitted by applicable law, each applicant to or member of this Organization waives any and all rights to bring any legal action or make any claim of any nature, whether for negligence, infringement, personal liability, professional liability or otherwise, against this Organization or any of its directors, officers, agents or representatives, as well as the Ukrainian Educational and Cultural Center. All applicants and members shall receive notice of this bylaw, which must be signed as a condition of membership.”

I have read Appendix I of the Bylaws of REAP and understand it. As a condition of membership, I agree to abide by this provision, including the waiver of any right to bring any legal action or claim of any nature against REAP or any of its directors, officers, agents, or representatives as well as the Ukrainian Educational and Cultural Center.

---

Signature Date

---

Print Name