

# **The Grey Eagles Policy Handbook:**

The Handbook contains the following sections:

Section 1.0	Prologue
Section 2.0	Rosters
Section 3.0	Articles of Incorporation and Bylaws
Section 4.0	Policy Manual

## **The Grey Eagles Policy Manual**

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### **Preface**

The purpose of this policy manual is to provide operating procedures, guidelines, and the deliniation of responsibilities for implementation of the Grey Eagles Bylaws. If there is any conflict between this Policy Manual and the Bylaws, the Bylaws shall govern.

The Grey Eagles are a social and fellowship organization. This nonprofit corporation [(501 c (7))] is firmly dedicated to the social camaraderie of senior and retired American Airlines pilots. Therefore, it is The Grey Eagles policy that neither members nor spouses will sponsor or endorse any outside business activity at any Grey Eagles function, whether at the national, area, or base level, without the explicit written approval of the Executive Board. (Amended Jul 8, 2013)

The Grey Eagle Roster(s) shall be kept confidential and will be used solely by the Grey Eagle members for their own information. Except by explicit written approval of the Executive Board, they shall not be used, or copied by any means, by any member, or any organization, for or by charitable and/or commercial activities or any activities not specifically related to Grey Eagle functions.

Suggested policy changes may originate from any Grey Eagle member in good standing. The suggested change should be presented in written form to the Executive Board for evaluation and possible implementation. If additional consideration is deemed necessary, the suggested change will be placed on the agenda of the next Board of Directors meeting for discussion and action.

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## **Section 4.00: Executive Board, and Board of Directors**

1. The duties of the Executive Board (EXB), Board of Directors (BOD) and their members are delineated in the Bylaws and amplified in this policy manual. Members who choose to serve on the EXB and BOD should seriously consider the time commitment required. The President's, Treasurer's, and Secretary's duties may require a commitment approaching full-time.
2. Three (3) members of the EXB shall constitute a quorum for the purpose of transaction of business and no action of the EXB shall be valid or binding unless adopted by the affirmative vote of three (3) or more members of the EXB. Six (6) members of the BOD shall constitute a quorum for the purpose of transaction of business and no action of the BOD shall be valid or binding unless adopted by the affirmative vote of six (6) or more members of the BOD. If the EXB is reduced to less than three (3) members on account of vacancies, the remaining members shall constitute a quorum for the sole purpose of filling the vacancies as prescribed in the Bylaws. (Added Nov 14, 2012)
3. EXB and BOD members should be prepared to attend three annual BOD meetings, conference calls and react to daily e-mail exchanges. In addition to their local responsibilities, Area Directors (ADs), as members of the BOD are key elements in the corporation's governance. There is no flight pay loss with the Grey Eagles and expense repayment is limited. The officers of the corporation are not fully compensated for expenses.
4. Situations involving the extraordinary expenditure of Grey Eagle funds, or deviations from Grey Eagle Policy by any member of the EXB or the BOD must first be approved by a majority of the EXB. All of the EXB members should be canvassed.
5. No member of the EXB will be eligible for or may accept door prizes or raffle awards at any Grey Eagle function.
6. All members of the BOD are covered by a \$1,000,000.00 liability policy.

## **Section 4.01 President**

The specific duties of the President are delineated in the Bylaws. Among his other duties he should:

1. Submit the incoming President's letter in time for the yearly mailing.
2. Appoint two members at large to the Nominating Committee. The incumbent President must select the two members at large with great care and to be prepared to conduct an educational program for the committee as a whole to be sure that all members of the committee come to understand that it is essential to "find the best".
3. Set up and appoint:

- A. The Chairman and Vice Chairman of the Site Selection Committee, for a term of three years when the incumbent's term has expired.
  - B. The Membership Chairman, with the advice and consent of the EXB; and
  - C. Such other committees, and their Chairmen, as necessary to carry out the policy and aims of the Corporation.
4. Initiate preparations for the next Grey Eagle Convention:
  - A. Ensure the First Vice President appoints a Convention Chairman or Event Planner for the next convention. The choice of an event planner, if used, requires EXB approval. (Amended Jul 8, 2013)
  - B. Consult with Site Selection Committee.
  - C. Consult with the Treasurer to determine the budget for the next years' convention. Ensure all planners understand the Treasurer and the EXB must be consulted prior to signing any contracts.
  - D. If there is an opportunity for a pre-cruise inspection, the President for that convention shall choose the participants. No transportation, meals or lodging expenses for members shall be reimbursed for pre-cruise inspections except for the President and their spouse with cruise at the lowest available cabin rate. (Amended Jul 8, 2013, Jan 22, 2014)
5. Attend Pilot Retirement Banquets. If unable to attend, assign a Grey Eagle officer as representative. Be prepared to make a five minute speech.
6. Convene an annual spring BOD meeting, if required, with invitations to ADs, AMC, appropriate committee members, former presidents, AA/GE Liaison and other special guests for the purpose of input to current Grey Eagle items of business and other functions. Normally scheduled in May for a two to three day period. Consult with Site Selection Committee for location. (Amended Jul 8, 2013)
7. Prepare pre-convention mailing to include: Convention Chairman's letter, registration form with instructions, and President's letter. Coordinate mailing with EXB. (Amended Mar 9, 2018)
8. Issue invitations to appropriate members of AAL, APA and other appropriate dignitaries.
9. Plan a convention hotel "dry run", if required, to include a visit by the EXB, ADs, Convention Chairman and other individuals involved, prior to the convention. This "dry run" affords finalization of details and agreements of convention activities and costs and may be done in conjunction with the Spring BOD Meeting.
10. Convene the EXB at the Convention prior to the general business meeting. The EXB meeting will remain open until the close of the Convention.
11. Following the convention banquet, the President should plan to privately entertain the Board Members, AAL and APA representatives, former Grey Eagle Board members and other invited guests.

12. At the conclusion of the convention, meet with hotel representatives, and with the Convention Chairman and Treasurer to ensure correct billing and payment arrangements.

13. When a Grey Eagle has "Gone West", send a letter of sympathy to the surviving spouse advising her or him that they will be placed on the Grey Eagle Auxiliary Members roster, will be invited to attend all Grey Eagle functions, and will not have to pay dues. (Amended Nov 14, 2012, Jan 23, 2019)

14. Upon succession, pass to the incoming President any and all books, records, copies of letters, etc. and act as a consultant to the new President to assist in the transition of actions taken during your year in office.

#### **Section 4.02 First Vice-President**

1. The specific duties of the First Vice-President are delineated in the Bylaws.

2. The First Vice-President will spent most of their time planning a convention to be held during his presidency. As a member of the Site Selection Committee researching the site for the convention to be held during their presidential term, if a convention site place and date have not been reached by clear consensus, the First Vice-President should select one for EXB approval. After consultation with the President, the First Vice President shall appoint a Convention Chair as early in the selection process as soon as possible. (Amended Jul 8, 2013)

3. Assist and coordinate with the President, pre-convention "dry-run" meetings for the current President's convention.

4. Assist in the greeting and registration of all members at the Convention while working closely with the President and Treasurer.

5. Assist in specific or special programs/projects, as directed by the President,

#### **Section 4.03 Second Vice President**

1. The specific duties of the Second Vice-President are delineated in the Bylaws.

2. The Second Vice-President's post is a learning position that allows an EXB member to plan for his convention which takes place in two years. In coordination with the Site Selection Committee, the Second VP needs to select a site for their convention, obtain approval from the EXB if the Site Selection Committee does not reach clear consensus, and begin initial planning. An early selection of a Convention Chair is extremely helpful. Discussions concerning site selection with the BOD are also appropriate at this time. (Amended Jul 8, 2013)

3. The Second VP operates the Grey Eagles store at the convention. The operator shall maintain an accurate record of inventory, items sold, and the membership number of Grey Eagle

customers. Accurate records shall be available to the Treasurer of the Grey Eagles. Items for sale shall be approved by the EXB. See Section 4.10 – Store.

4. The Second VP is the custodian of one set of banners: Grey Eagles, APA and AA. He shall ensure they are available at the convention and the ADs have a set for local functions. The Second VP shall also ensure a U.S. flag is available at the convention.

#### **Section 4.04 Secretary (Amended Jan 6, 2016, Jan 23, 2019)**

1. The specific duties of the Secretary are delineated in the Bylaws.
2. Publish email notifications of deaths of Grey Eagles and spouses/widows. These notifications should go to American Airlines, APA, the BOD, the Webmaster and any other interested Grey Eagles.
3. Retrieve returned Grey Eagles' Newsletters from APA. Update incorrect addresses and re-mail returned Newsletters. Notify the Membership Chairman of address corrections and lost contact information. (Amended Jan 8, 2020)
4. (Deleted Jan 8, 2020)
5. (Deleted Jan 8, 2020)
6. The Secretary's signature shall be on file on all Grey Eagles' bank accounts and the Secretary may back up the Treasurer for the handling of Grey Eagles' funds.
7. Establish and maintain the Secretary's location in the registration line at all Conventions.
8. Act as the communications link between The Grey Eagles and the APA and American Airlines.
9. The Secretary's term of office shall normally be greater than one year.

#### **Section 4.05 Treasurer**

1. The specific duties of the Treasurer are contained in the Bylaws.
2. The books of the corporation shall be available to any BOD member or member at large.
3. He shall prepare a Convention Financial Report.
4. The Treasurer shall establish and maintain a position in each convention registration line.
5. Upon receiving a member's resignation or identifying a member over one year in arrears for dues payment, notify the Secretary and Membership Chairman of this fact, after first trying to help retain the member.

6. (Deleted Oct 16, 2019)
7. (Deleted Oct 16, 2019)
8. The Treasurer shall coordinate with the 2<sup>nd</sup> VP to order and pay for replacement items for the store that were sold during the convention.
9. The Treasurer's term of office shall normally be greater than one year.

#### **Section 4.06 Membership Committee (Amended Jan 23, 2019)**

1. The Membership Chairman is appointed by the President, with the advice and consent of the EXB and is responsible to the EXB. He works very closely with the Secretary and Treasurer. The position of Chairman shall normally be for more than one (1) year but must be reconfirmed each year by the EXB.
2. Maintain, preferably in electronic database form with regular backups, a master roster of every member by Grey Eagle's number. This should include employee number, status (active/retired/died) and any remarks that would provide historical information. (Data base categories called DuesType are: 0 = deceased; 1 = active annual dues payer; 2 = retired dues payer; 3.2 soon to be life member who has paid the initial fee; 3.3 = soon to be life member, who has paid the initial fee plus the yearly follow on fee; 3 = full life member; 4 = member who has reached 80 and complied with the Fees and Dues Structure; 5 = an Honorary or Associate member.) (Amended Mar 28, 2019, Jul 7, 2019, Oct 16, 2019)
  - A. This master roster shall include living Grey Eagles containing current address, phone number, second address and phone number, e-mail address and any information that might be used to contact the member. This database is used for mailings, dues notices to annual members, convention information and newsletters. (Copies of this roster should be furnished to the EXB at least quarterly.)
  - B. This master roster shall include deceased Grey Eagles. (Amended Jan 8, 2020)
  - C. This master roster shall include Auxiliary Members with contact information, forwarding each entry with any additional pertinent information to the Treasurer and Auxiliary Member Coordinator. (Amended Nov. 14, 2012)
  - D. This master roster shall include Grey Eagles who have been dropped listing the reason for the drop.
3. Provide the Treasurer with all current membership information including that of all Auxiliary and deceased members. (Amended Nov. 14, 2014)
4. The Committee's primary duties are the recruitment and processing of new members. In addition, they shall:
  - A. Work with the ADs, Deputy Area Directors (DADs), the Area and State Coordinators, APA, and others to recruit new members. (Amended Aug 29, 2019)

- B. Review for eligibility and act upon all membership applications in coordination with the Secretary.
- C. Provide the Treasurer with current membership information.
- D. Attend and report at the Annual Convention, and at BOD and EXB meetings when invited by the President.
- E. Carry out such other duties as may be assigned his office by the President.
- F. Assign the qualified applicant a Grey Eagles' number.
- G. Create an e-mail notification detailing the member's Grey Eagles' number, name, nickname, spouse's name, employee number, date joined, and email address. This notification should go to the Grey Eagle BOD, the Allied Pilots Association Grey Eagles Coordinator, DADs, State/Area Coordinators, and regional lunch coordinators. Maintain a file of these e-mail notifications. (Aug 29, 2019, Jan 8, 2020)
- H. (Deleted Jan 8, 2020)
- I. Send a "Welcome Aboard" letter, a membership card, the Bylaws and the latest President's letter and newsletter(s) to each new member as soon as possible after processing their applications. Include a tie tack. (Amended May 26, 2018)
- J. Maintain a List of New Members processed since the last convention for the use of the EXB and for presentation at the next convention.
- K. Upon receiving a request from a member to be removed from the membership list, notify the Treasurer while trying to assist in the member's retention.

**Section 4.07 Communications Chairman (Amended Oct 28, 2017)**

1. The Communications Chairman is responsible for all Grey Eagles communications and is the Chair of the Communications Committee.
  - A. He or his designee shall gather information about Grey Eagle's yearly activities including but not limited to: retirement banquets, convention, lunches, holiday functions and dates of recently deceased members. The information is used for the annual Grey Eagles Newsletter which is the primary publication of the corporation and is non-political. It is usually published by the APA. Distribute hard copy publications to all members with a current mailing address. Convention notification packages may be coordinated through the AA Print Shop and mailed by the AA Credit Union. (Amended Jan 8, 2020)
  - B. He or his designee shall oversee the use of any and all Grey Eagle database resources to accomplish his primary duty stated in (1.) above although maintenance of those databases will be accomplished by the Membership Chairman either alone or with assistance as deemed necessary by the Membership Chairman or the Communications Chairman. (Amended May 26, 2018, Jan 8, 2020)
  - C. The Communications Committee consists of the Chairman, the Newsletter Editor, the webmaster, the first vice president and others as needed. With the exception of the

first VP, all members of the Communications Committee will be appointed by the President and approved by the EXB. (Amended Jan 8, 2020)

2.

#### **Section 4.08 Area Directors**

1. Five Regular Members of the Grey Eagles shall be appointed in accordance with the Bylaws and preferably from the active ranks. ADs have both national and local duties. (Amended Aug 29, 2015, Mar 9, 2018, Jan 8, 2020)

2. At the national level, AD's serve as members of the BOD and are encouraged to attend BOD meetings and report on local functions. If unable to attend or send a Duly Designated Representative (DDR), the AD should coordinate with the Second VP and submit items of interest or concern to the EXB. The AD's also host the hospitality suite for their region at the Annual Convention. AD's may combine hospitality suites. The hospitality suites(s) provide a forum for the membership to socialize and "hangar fly" and are very important elements of the convention experience. Each area has a different regional flavor, so the AD's should plan accordingly. The Treasurer will subsidize each region with \$1000 per convention hospitality suite whether those suites are combined or individual. (Amended Mar 9, 2018).

3. The ADs' primary responsibility is their region. As the regional representative of the Grey Eagles the AD should be an advocate of the Grey Eagles, encourage and facilitate new members, plan and execute regional retirement banquets, and use all means of communication available, for example, bulletin boards, email lists, APA and AA communication channels, etc. ADs should make sure potential members know where to get an application and keep several copies in your kit bag for distribution. In the event of a death or serious illness of a member or spouse, the AD should coordinate with the Treasurer for cards or a donation, and assist APA and AA as needed. It would be unusual for the AD to be involved in every funeral, but a sympathy card is appropriate and appreciated. This is especially true if the deceased was a local GE, APA or AA leader. Coordinate with the Newsletter Editor if appropriate. (Amended Jan 22, 2014, Jan 8, 2020)

4. In a region containing more than one domicile, the AD should seek other pilots to assist. For example, in the North East, there are Deputy Area Directors (DADs) for DCA and BOS. The DAD functions as an AD but with no national duties. The DAD will plan and execute Grey Eagle functions for his local area. (Aug 29, 2019)

5. In order to share the workload, the AD should seek other pilots to plan and host local luncheons within their region. The dates should be coordinated with the Secretary or Grey Eagles/APA Liason for publication by the APA. Be sure to include the dates in email notifications.

6. The AD should establish a checking account to manage Grey Eagle funds. Very Important: This account must be a non-interest bearing account.

#### **Section 4.09 Webmaster**

1. The Webmaster is responsible for the maintenance of the Grey Eagles website.
2. He shall assist the Newsletter Editor in collecting personal data and lore of members that may be of interest, aid in the Grey Eagles' public relations program and publish via the web the schedule of planned Grey Eagles' activities. These events include the convention, retirement banquets and general news about members. (Amended Jan 8, 2020)
3. The website should also contain a section of deceased members known as, "Gone West." (Amended Mar 9, 2018)
4. The website shall be non-political and only contain advertising for Grey Eagle products.
5. The BOD minutes shall be posted on the website after they have been approved by the BOD. Annual Membership Meeting minutes shall be posted as a draft, and noted as a draft until they are approved at the next annual membership meeting. Minutes are only posted for the previous three years. (Added Jan 8, 2020)

#### **Section 4.10 Storekeeper**

1. The Grey Eagles' store sells items of interest to the membership and others. Only Grey Eagles items are to be sold from the store. No other item may be sold without the approval of the EXB.
2. The Storekeeper is responsible for the inventory, mailing out items for orders, coordinating with the Treasurer, and transporting items to the annual convention for sale. The Storekeeper has discretion over pricing of store items. (Added Jan 22, 2014)
3. The 2<sup>nd</sup> VP runs the store during the convention.

#### **Section 4.11 Area/State Coordinators**

1. The establishment of Area/State Coordinators was deemed feasible and beneficial as the Grey Eagle roster expanded. It is evident that certain areas and states are popular locations for retiring pilots. This position was created to promote the objectives of the Grey Eagles and enhance dissemination of pertinent information to the retirees residing within a localized area or state. Volunteers for the position are requested to submit their names for consideration to the EXB. Area Coordinators for the states of Hawaii, Arizona, Nevada (2), Tennessee, and Western Florida have been created. It is likely that additional Coordinators may be required in the future to maintain a close line of communications within the Association.
2. The coordinator's responsibility is to organize, plan and conduct Area/State social events for the enjoyment and entertainment of members in an Area/State. The GE/APA Liaison can

assist with publicity. Other routine communications can be handled by phone trees or email. The coordinator should also assist in matters of death or serious illness, as would an AD.

3. Any checking account should be “non-interest bearing.”

#### **Section 4.12 Nominating Committee**

1. Composition and function of the Nominating Committee are contained in the Bylaws. The list of potential candidates must be reviewed with the EXB prior to contacting any candidate. The committee is charged with nominating a complete EXB. Although traditional, advancement through the Vice Presidencies to President should not be taken for granted. Normally, the Secretary and Treasurer will remain in their respective offices, unless they wish to step down or are removed from office. During interviews with candidates it must be made clear that the process outlined is being followed and that acceptance of the proposal only allows one's name to be considered and does not automatically guarantee one's election. Skillfully managed, this approach should accomplish the committee's objective without causing reproach. When it becomes necessary to select a new nominee for Secretary or Treasurer, it should be made clear that the nomination is intended for more than one year. Candidates for these positions should have a good background with computers and be computer literate.

2. The Nominating Committee should contact a minimum of 3 candidates for each new office to be filled for nomination.

3. Area Directors and Deputy Area Directors should be contacted for possible candidates from their locale. The Directors usually know the good people. Retirement banquets are an excellent time to contact members for possible participation in Grey Eagle work. (Aug 29, 2019)

4. Spousal availability for assistance and participation is essential.

5. Candidate's interest and attendance at past Grey Eagle functions should be taken into account.

6. Candidates should have shown interest over the years in AAL Management, APA, Civic clubs, Church or Social organizations, preferably holding officer positions in these groups.

7. Appointed Nomination Committee members should be formally re-appointed each year by the incoming President, and should not "just be held over". Rather, each should be reviewed for past performance. The ability to cooperate with the BOD, both before and after appointment to the committee, should be considered as well as attendance at Grey Eagle functions and BOD Meetings.

8. When leaving the Committee, members should pass their Grey Eagle Handbooks to incoming appointees. The President leaving the nominating committee should pass his handbook to the Second Vice presidential nominee.

### **Section 4.13 Site Selection Committee**

1. The Committee shall be comprised of two members appointed by the President and the Officer who will be president during the time of the convention being negotiated. The two appointed members serve for three years. For all conventions that use a professional convention planner's services, the Site Selection Committee will be made up of the in-coming President who will be in charge of that convention, the professional convention planner and one other person appointed by that incoming President who is familiar with our conventions. The term of the appointment of this person shall be until the convention is complete. The EXB has approval authority for all convention locations and contracts. (Amended Jan 18, 2015)
2. During the initial selection process, the Chair shall consult with the presidents of the TWA Retired Pilots Association and the Soaring Eagles for possible joint conventions. The Committee should consider: transportation on American and other carriers, a hotel with sufficient rooms and convention facilities, alternate eating establishments within walking distance of the hotel, airport and/or downtown shuttle service, recreational vehicle parking, tours, museums, art galleries, theaters and other recreational events. Contact the Convention Bureau and Chamber of Commerce of desired locations for updated information, i.e., seasonal rates, newly constructed hotels, etc. (Amended Oct 30, 2016)
3. Downtown locations are preferred.
4. Hotel rates are of prime importance. The Committee should focus on cost. However also keep in mind the cheapest hotel may not prove to be the best bargain for the member. An isolated or resort hotel with a low rate, but lacking any outside dining except the very expensive hotel restaurants is a poor choice. Be aware of prior contracts where free rooms or suites were given for every 50 rooms booked. Banquet, meeting and hospitality rooms should be part of the contract.
5. Activities for spouses are important. If the spouses are excited about the convention, attendance will improve.
6. The Committee should personally visit the candidate hotels and thoroughly evaluate all facets of a convention scenario at the specific location. The 1st Vice President serving on the Committee, in all likelihood, will be the presiding officer at the site selected for the convention. Particular attention needs to be taken to ensure the hospitality suites, operated by the ADs, are properly planned. The suites are an integral part of our members' convention experience and should not be ignored. In negotiating the contract, the Committee should attempt to include all items needed during the convention including audio/visual, business center use, etc.
7. Many pilots will not know their schedule until the 21<sup>st</sup> or the 28<sup>th</sup> of the month. Keep this in mind when negotiating with the hotel about closing and guarantee dates. (Amended Mar 9, 2018)

8. Following the final site selection, establish and reserve tentative dates for the convention (15-24 months lead-time).
9. The Grey Eagle Treasurer is to be consulted in the final hotel selection process prior to the final signing of any hotel contract. This is critical.
10. The Committee's presentation and recommendations for the convention site shall occur no later than the Spring Meeting of the EXB in the year preceding the convention.
11. After all matters pertaining to the hotel contract have been reviewed by the Site Selection Committee and the EXB, and all matters agreed upon, any and all contracts approved will be reviewed by the Treasurer and signed by the Vice President who will be presiding at the convention.

#### **Section 4.14 Retirement Committee**

1. To assist our members in and approaching retirement, the President may, with the concurrence of the EXB, solicit three volunteers from the list of Grey Eagle members in good standing to act as the Retirement Committee. The President shall designate the Chairman of the Committee.
2. The committee should be prepared to submit periodic reports to the EXB with suggestions and recommendations that would be of benefit to Grey Eagle retirees, and their families.
3. If called upon to do so by the President, prepare and present a committee report at the annual business meeting of the Grey Eagles.
5. To the extent possible, communicate with other retired pilot groups for the exchange of information relating to overall benefits received.
6. Remain current on the changes or enactment of laws affecting or creating an impact on the Grey Eagle member, spouse, or estate, and submit the pertinent information to the EXB.
7. Disseminate appropriate information relevant to Grey Eagle members who are approaching retirement.

#### **Section 4.15 Fees and Dues Structure**

1. The fees and dues structure shall be determined by the EXB, and shall be brought to the membership for ratification.
2. Effective January 1, 2020, unless exempted, all new Regular Members shall pay a five hundred dollar (\$500.00) fee for a lifetime membership. Three Hundred dollars (\$300.00) shall

be paid with the application, and one hundred dollars (\$100.00) shall be paid each year for the following two (2) years. (Amended Oct 16, 2019)

3. Exemptions:

- A. Honorary Life Members and Associate Members are not required to pay fees or dues.
- B. Widows and widowers of members shall not pay a fee for the lifetime membership.
- C. Widows and widowers of non-member pilots shall pay a one hundred dollar (\$100.00) fee for a lifetime membership. At the sole discretion of the Treasurer this fee may be waived based on the deceased members past dues participation.
- D. Retired Pilots eighty (80) years old or greater shall pay a one hundred dollar (\$100.00) fee for a lifetime membership.

4. Regular members who joined prior to January 1, 2012 may continue with the annual dues payment option or may convert to a lifetime membership.

The annual dues for an Active Pilot under the annual payment option shall be \$50.00 (active for any part of the year 1/1 - 12/31). (Amended Oct 16, 2019)

The annual dues for a Retired Pilot under the annual payment option shall be \$40.00 until reaching the calendar year in which age 80 is attained. On the first of January, of the year a Retired Pilot attains 80 years of age, provided that member is in compliance with the Fees and Dues Structure, they shall become a Type 4 member and shall be exempt from paying dues. (Amended Oct 16, 2019)

Annual dues shall be payable on and after January 1st of each year. Dues are delinquent after April 30th and a \$5.00 late charge will be assessed to help defray administrative costs for extra billings. A member whose dues are delinquent for four years shall cease to be a member and his name shall be dropped from the roster, removed from all mailing lists and denied access to the MLD. When reinstating a dropped or delinquent member, delinquent dues will be assessed for the preceding delinquent period (not to exceed four years). (Amended Oct 16, 2019)

Regular Members using the annual payment option may convert to a lifetime membership by paying the following fee:

<b>Age</b>	<b>Fee</b>		<b>Age</b>	<b>Fee</b>		<b>Age</b>	<b>Fee</b>
50	500		60	333		70	167
51	483		61	317		71	150
52	467		62	300		72	133
53	450		63	283		73	117
54	433		64	267		74	100
55	417		65	250		75	83
56	400		66	233		76	67
57	383		67	217		77	50

58	367		68	200		78	33
59	350		69	183		79	17

(Amended Nov 14, 2012, May 26, 2018, Dec 7, 2018, Oct 16, 2019)

**Section 4.16 Expenses**

1. Those members accepting the responsibilities of any Grey Eagle office or committee should understand expense guidelines are purposely set low and may not fully reimburse their personal expenses. The following guidelines should be used by Grey Eagle Officers, EXB, ADs, Newsletter Editor, Auxiliary Member Coordinator, Membership Chairman, agents, planners, and Committee Members on special assignment. The word spouse is meant to include domestic partners or other “spousal equivalent people.” (Amended Nov 14, 2012; Jul 8, 2013, Jan 8, 2020)

2. EXB Members shall be reimbursed for:

- A. NRSA trip surcharges for the EXB member and spouse for board meetings, conventions and retirement banquets. (Amended Jul 8, 2013)
- B. Hotel room charges for BOD meetings, retirement banquets and conventions. Cruise stateroom charges will be refunded at the least expensive balcony stateroom level. (Amended Aug 5, 2017)
- C. Meal expenses for the EXB member and spouse for BOD meetings, retirement banquets and all working days during the convention except that no meal expenses will be paid for days spent aboard a cruise ship. (Amended Aug 5, 2017)
- D. Trip surcharge, hotel and meals for the President and spouse for travel to the convention site prior to the convention.
- E. Stationery, phone calls and postage for expenses directly related to Grey Eagle business.
- F. Airport parking, transportation to and from airport and hotel for meetings. Only “minimum expense” or “long term” parking is authorized.
- G. Retirement banquet tickets for the President or designated representative and spouse. (Amended Jul 8, 2013)
- H. For the Secretary and Treasurer only: purchase and maintenance of office machines and equipment owned by The Grey Eagles, Inc. (Amended Jul 8, 2013)
- I. The President shall be reimbursed for D2 expenses and one hotel night stay for functions other than conventions, retirement banquets and BOD meetings. Such events include luncheons and special functions.

3. ADs, AMC, or Duly Designated Representatives (DDR) shall be reimbursed for trip surcharge, hotel and meals for any BOD meeting. At land based conventions, the AD or DDR and spouse will be eligible for expenses, to include: hotel room, meals, tips and transportation surcharge and transportation to and from the airport are paid for conventions. Area Directors and their spouses will receive reimbursement for transportation, hotel and meal expenses for planning and running retirement banquets. See Section 4.08 for other AD expenses concerning banquets, hospitality suites and other functions. (Amended Jul 8, 2013, Jul 21, 2014)

4. Committee Chairmen and committee members shall be reimbursed for:
  - A. Trip surcharge, hotel and meals for the Annual (Spring) BOD meeting and any other meeting to which the person is requested in writing to attend by the President.
  - B. Stationery, postage and phone calls necessary for the accomplishment of committee duties.
  - C. The Site Selection Committee and their spouses will be entitled to the above expenses while inspecting and selecting convention sites.
  
5. The Convention Chairman and spouse shall be reimbursed for:
  - A. Trip surcharge, hotel and meals for the Annual (Spring) BOD Meeting and daily expenses for all working days of the convention.
  - B. Trip surcharge, hotel and meals for travel to the convention site prior to the convention.
  - C. The Convention Chairman will make every effort to keep convention expenses within the approved budgeted amount.
  
6. The Newsletter Editor shall be reimbursed for trip surcharge, hotel, meals and banquet ticket for each retirement banquet and the Annual (Spring) BOD meeting. (Amended Jan 8, 2020)
  
7. The Auxiliary Member Coordinator shall be reimbursed for trip surcharge, hotel, meals and banquet ticket for the Annual Convention and the Annual (Spring) BOD meeting. (Added Nov 14, 2012)
  
8. Each Grey Eagle member shall receive a retirement plaque at the time of retirement. (Amended Oct 24, 2013)
  
9. Other expenses may be reimbursed if approved by the Treasurer. The Treasurer shall notify the EXB in a timely manner of any extraordinary expense reimbursements. (Amended Jul 8, 2013)
  
10. Transportation expenses:
  - A. The intent of our travel policy is to minimize costs by using pass and jumpseat privileges to the maximum extent. American Airlines or American Eagle should be the primary carrier when transportation expenses are authorized. Employee or retiree passes should be used. (Amended Jul 8, 2013)
  - B. When pass (NRSA) travel is not practical some members and spouses covered under this section (see chart below in paragraph C) are authorized reimbursement for a ticket. The member shall work with the Treasurer to ensure the least costly reservation. The Treasurer is authorized to make payment for extra ordinary travel expenses. (Amended Jul 8, 2013)
  - C. Members covered in Section 4.16 10 B:

	EXB/BOD Meeting	Convention	Committee Travel
EXB	Yes	Yes	No
EXB Spouse	No	Yes	No
AD & Spouse	No	No	No
AMC	Yes	Yes	No
AMC Spouse	No	No	No
Convention Chairman & Spouse	No	Yes	No
Committee Member & Spouse	No	No	No
Agent/Planner	Treasurer's Discretion	Treasurer's Discretion	Treasurer's Discretion

(Amended July 8, 2013)

D. Automobile mileage is reimbursable at 40 cents per mile provided the expense is not more than D-3 fare on AA/AE or the most inexpensive fare available if AA/AE service is not offered. In situations where the application of this rule would be unfair, the Treasurer can make exceptions. Local automobile mileage is not reimbursable. (Amended Jul 8, 2013)

11. Stenographic, printing and copying expenses:

- A. If stenographic services are required, they will be allowed for EXB Officers, Scribe and Committee Chairmen.
- B. Printing and copying expenses necessary for conducting Grey Eagle business will be allowed for EXB Officers, Newsletter Editor and Committee Chairmen. (Amended Jan 8, 2020)
- C. Note: Coordination with the Secretary or Treasurer is suggested for any large printing or copying job, as they may be able to obtain the service at a lower price.

12. Comprehensive instructions for completion of daily expense form:

- A. The form is designed to allow for complete and accurate accounting of expenses incurred while on authorized Grey Eagle business. No exceptions will be made to the rule of complete accountability. Space is provided for explanation of unusual expenses not otherwise provided for on the form. The form is an Excel spreadsheet. (Amended Mar 28, 2019)
- B. With the exception of retirement banquets, the following guidelines apply to all meal expenses. Three meals per day will be reimbursed at the maximum rate of:

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	\$20.00

Tips are authorized at a maximum of 15%.

- C. Enter automobile expenses as authorized above.
- D. Long distance telephone calls are not reimbursable. Local charges made for Grey Eagle business purposes are reimbursable.
- E. With the exception of meals, receipts are necessary for the Treasurer's records. They must be enclosed with the expense form. (Amended July 8, 2013)
- F. All hotel bills shall be paid by the individual contracting the expenses. Paid receipts will be submitted to the Treasurer attached to the daily expense report. Laundry and valet services are not reimbursable.
- G. Only tipping referred to above for meals and that related to handling of baggage is authorized. (i.e., Tipping for hotel service, exclusive of baggage service, lodging, room service, etc., should not be reimbursable.)
- H. Non-revenue passes or jump seat authorization should be used if possible. Air Travel Tickets, if issued, must be attached to the Daily Expense Report.
- I. Limo/Cab expense will be allowed where necessary and when this will result in the saving of time and money. The most reasonable means of ground transportation should be chosen. Limos are generally more reasonable than cabs. Expenses for rental cars are not reimbursable except where special circumstances make their use mandatory.
- J. For those so authorized please note that when using Airport Parking, only "Long Term" parking at minimum expense will be allowed.
- K. Monthly telephone bills covering long distance calls must be submitted indicating which calls are attributable to Grey Eagle activity.
- L. Please explain and verify any unusual items of expense.
- M. Attach all receipts to Expense Form when submitting.
- N. All expenses should be submitted to the Treasurer within 45 days of their occurrence. A special effort should be made to submit all expenses before the end of the calendar year. Expenses not filed within one year of occurrence shall not be reimbursed, without the EXB's specific approval due to extenuating circumstances. (amended Nov. 14, 2012)
- O. The preferred method of submitting expense forms is in electronic form. The form is an excel spread sheet. Required receipts can be converted to a pdf file or mailed to the treasurer.

#### **Section 4.17 Plaques**

1. Grey Eagle plaques are awarded to the honorees at the domicile retirement banquets. Plaques are usually presented to the pilot by the President of the Grey Eagles, the host Director, or their designee.
2. Grey Eagles plaques are awarded to Grey Eagles members in good standing. (Amended July 8, 2013)
3. A plaque may be presented to an outgoing Area Director or Deputy Area Director, prior to retirement, for service and dedication to the Grey Eagles. (Aug 29, 2019)

4. Any deviations from the above must be supported by extenuating circumstances and be approved by the EXB .

5. Plaques shall be ordered by the Area Director or other officer. The vendor will bill the Treasurer for payment. (Amended Jul 8, 2013) Treasurer will pay the cost of the plaque plus shipping to the Area Director. Further shipping costs are the responsibility of the Area Director. (Amended Jan 6, 2015)

6. It shall be the policy of the Grey Eagles to award a special plaque to an outgoing Area Director or Deputy Area Director for their service to the Grey Eagles. The best time to do this would be at the first retirement banquet following their departure from office or upon their own retirement, whichever comes first. The AD should present this plaque to the outgoing Area Director or Deputy Area Director. The suggested wording is shown below:

"GREY EAGLE LOGO"

CAPTAIN JOHN DOE

IN APPRECIATION OF OVER

XX YEARS

DEDICATED AND LOYAL SERVICE

AS THE CHICAGO AREA DIRECTOR.

or

DEPUTY AREA DIRECTOR-BOS

THE GREY EAGLES (Aug 29, 2019)

#### **Section 4.18 The Grey Eagle Foundation**

1. The Grey Eagle Foundation exists as a separate entity to The Grey Eagles Inc., having its own Board of Directors who are charged with managing and disbursing the fund in accordance with its Charter. The Foundation is a non-profit Corporation and has a tax-exempt status. It was formed to provide financial assistance to American Airlines pilots and to the spouses and/or children, natural or adopted, of deceased American Airlines pilots. Prospective recipients of the Foundation funds are screened by the Foundation Coordinator and presented to the Foundation's Board of Directors for approval. The financial assistance is to enable the individuals involved to maintain a reasonable minimum standard of living, consistent with their individual circumstances or to compensate for an unexpected catastrophe.

2. The Foundation is supported by donations, either directly through American Airlines Federal Credit Union deductions, and/or Memorial gifts. Checks and Memorial gifts should be made payable to THE GREY EAGLE FOUNDATION and sent to the Foundation Treasurer whose address is printed on page three (3), in the front of the Roster. Acknowledgment will be sent to both the donor and bereaved in the case of a Memorial.

#### **Section 4.19 Allied Pilots Association (Amended Jan 23, 2019)**

1. The Grey Eagles and the APA have had a close relationship since their inceptions. This is to be expected as nearly all Grey Eagles are APA members. APA has for several years contributed significant moral and financial support to the Grey Eagles that go unheralded year after year. Some examples are:

- A. An annual unencumbered donation of \$5000.00.
- B. An annual donation of \$5000.00 for each retirement banquet.
- C. A \$300.00 donation for each honoree at the retirement banquets
- D. Presentation of awards to retiring APA members in good standing and "special awards" to individuals in recognition of dedicated services to APA during their active years.
- E. Assists and provides services to the Grey Eagles Foundation.
- F. Provides the use of office space, computer, telephone and clerical assistance when requested.
- G. APA does the printing and mailing of notices for retirement banquets, luncheons, meetings, and other items germane to Grey Eagles' business. APA has been providing this very valuable service since American Airlines chose to discontinue their assistance in this area.
- H. The annual donation of \$2,500.00 for IT support in accordance with the APA Policy Manual.

2. When requesting printing and mailing services, allow adequate lead time to avoid an overload condition in APA's print and mail department. Use Grey Eagles' Logo letterhead for mail communication. The initial point of contact should be the Grey Eagles Coordinator.

#### **Section 4.20 American Airlines, Inc.**

1. American Airlines participates in domicile retirement banquets by acting as a co-sponsor together with APA and the Grey Eagles. The honoree's AAL service award is usually presented by the Regional or Base Chief Pilot.

2. Any matters pertaining to or concerning American Airlines must be coordinated with the AA/GE Liaison or their department to avoid conflicts of schedules and planning.

## **Section 4.21 Honorary Life and Associate Membership**

1. In addition to regular membership, there shall be two additional categories: Honorary Life Membership and Associate Membership.
2. Not more than one Honorary Life Membership may be conferred each year. Not more than two Associate Memberships may be conferred each year. Sponsors who nominate a candidate in either category shall do so in writing to the Grey Eagle Secretary.
3. Prior to each Convention the EXB shall consider, in order of their dated receipt by the Secretary, candidates for Honorary Life and/or Associate Membership. The names of nominated candidates recommended by the EXB for acceptance shall be presented for vote at the final business sessions of each convention. A two-thirds majority ballot vote by those present and voting shall be required for confirmation.
4. (Deleted Aug 29, 2019)
5. Honorary Life Membership may be conferred upon any person for acts of friendship or service to the Grey Eagles. In general, a nominee must have:
  - A. Earned the greatest respect and admiration of the Grey Eagles.
  - B. Provided outstanding service and/or established a strong and sincere Grey Eagle relationship.
  - C. Carry the pride of a Grey Eagle and its membership.
  - D. Written nomination forwarded to the Grey Eagle Secretary by regular members only.
  - E. In the event an individual has been previously nominated and rejected by the EXB as a candidate for Honorary Life Member, a subsequent nomination is permitted. A second rejection by the EXB eliminates that individual from further nominations.
6. Any person who does not qualify as a Regular Member may be nominated by a Regular Member as a candidate for Associate Member. Written nominations shall be forwarded to the Grey Eagle Secretary. In general, a nominee for Associate Member should meet the following qualifications:
  - A. Be well known to a large segment of the regular members.
  - B. Have been recognized for their effort and contributions to the general welfare of the Grey Eagles.
  - C. Display genuine interest in the continuance of close relationship and loyalty to the Grey Eagles.
  - D. Exhibit and pursue items of mutual interest with the Grey Eagles.
  - E. In the event an individual has been previously nominated and rejected by the EXB as a candidate for Associate Member, a subsequent nomination is permitted. A second rejection by the EXB eliminates that individual from further nominations.

#### **Section 4.22 Special Recognition Award**

1. A "Special Recognition Award" may be presented to any individual who has, in the opinion of the EXB, contributed over and above the "line of duty" for the promotion and general welfare of the Grey Eagles. A majority vote of the EXB will be required to bestow this award. Membership confirmation of the award is not required.
2. Only Regular Members in good standing may nominate individuals for the award. The written nomination shall be forwarded to the Grey Eagle Secretary for subsequent EXB action.
3. There are no specific qualifications or criteria for the individuals nominated. The person will be judged on his or her own merits and dedication to the Grey Eagles.

#### **Section 4.23 Grey Eagle Auxiliary Member**

1. Membership in the Grey Eagles' Auxiliary is established in the Bylaws. (Added Nov 14, 2012)
2. Following the death of a Grey Eagle member, the President will send a letter of sympathy and advise the surviving spouse that their name will be transferred to the Grey Eagle Auxiliary Member roster; that they are still entitled to and will continue to receive Grey Eagle mailings; and, that they will NOT have to pay any further dues. It is the Auxiliary Member's responsibility to keep American Airlines, the Allied Pilot's Association, and the Grey Eagle Secretary informed of address, phone and E-mail changes. The contact information for the Grey Eagles can be located at the Grey Eagle web site: [www.thegreyeagles.org](http://www.thegreyeagles.org). (Amended Nov 14, 2012)
3. When a donation to a charity is requested and this donation is left to the discretion of the person making the donation, the AD or Coordinator may use the Grey Eagle Foundation as the recipient charity. (Amended Jan 22, 2014)
4. Grey Eagle Auxiliary Members are invited and should be encouraged by the membership to attend any and all Grey Eagle functions. (Added Nov 14, 2012)

#### **Section 4.24 Auxiliary Member Coordinator (AMC)**

1. The Auxiliary Member Coordinator will be appointed by the President, after approval by the EXB and is charged with the following responsibilities: (Amended Jan 8, 2020)
  - A. Represent Grey Eagle's widows, widowers, and spouses. (Amended Jul 8, 2013)
  - B. Facilitate communication with the spouses of deceased members of the Grey Eagles, especially during the grieving process.
  - C. Make suggestions to improve their participation in Grey Eagle events.

- D. Recruit and direct the activities of other Grey Eagle spouses who volunteer to do outreach with these widows and help them insure that Grey Eagle, APA and AA database information is accurate and up to date. (Amended Nov 14, 2012)
2. The AMC may expense one (1) social function per year. The AMC will be reimbursed \$750 per year, plus \$5.00 per member in attendance for that function. (Amended Jul 8, 2013)
3. The AMC may establish a checking account to manage Grey Eagle Funds. This account must be a non-interest bearing account. (Amended Jul 8, 2013)

#### **Section 4.25 Annual Convention**

1. The Annual Convention is designed to be a fun time for everyone. It is normally held in a major city, but cruise conventions have been very popular. It also represents a considerable amount of effort on the part of the President and their spouse, the Convention Chairman and their spouse, the BOD and the committees, to put it all together. This is a time for old buddies, former crewmembers and friends in general to get together for some good old hangar flying, to renew friendships and enjoy the festivities.
2. The Vice President who will be President during the convention should appoint a Convention Chairman, event planner or cruise director as appropriate, early in the planning process. The Convention Chairman, event planner or cruise director needs to be ready to work as soon as the Site Selection Committee reaches consensus or the EXB approves the convention site. If EXB approval is required, this normally happens at the Spring meeting during the prior year, about 17 months prior to the convention. (Amended Jul 8, 2013)
3. Items to consider:
- A. Advertise the convention. Make flyers and post them on AA, APA and Grey Eagles bulletin boards. Several pilots send out “New of the Day,” emails that have wide distribution – contact them and ask them to help out. Use APA “blasts”. Have the convention plans posted on APA, AA and Grey Eagles website. Set up your own convention website and links to it from the above sites. (Jan 23, 2019)
  - B. Spousal activities are critical to attendance
  - C. Research and publish transportation options.
  - D. Investigate local sponsors to provide goods or services. An example would be discount restaurant coupons to be given out at registration.
  - E. A special guest speaker from outside AA but within the industry.
  - F. Consult the local Chamber of Commerce.
  - G. Seating arrangements at the banquet.
  - H. Contracts or agreements with entertainers for Grey Eagle Night, Ladies Luncheon, Grey Eagle Banquet etc., should be signed and settled as early as possible, preferably before the six week hotel run through.

- I. It has been traditional for the President's spouse to handle details (selection of food, entertainment, etc.) for the Ladies Luncheon in conjunction with the Convention Chairman.

#### **Section 4.26 Regional Retirement Banquets (Amended January 7, 2016)**

1. ADs are responsible for the planning and execution of a regional retirement banquets. Retirement banquets are a major endeavor. This official function honors pilots retiring from American Airlines service. It is often the final official act of an AA pilot commemorating decades of flying. It is an important night for the honorees. It is their celebration and the AD makes it happen. Don't hesitate to ask for help. There are many pilots who are willing to pitch in. At many bases, the Flight Office staff provide valuable assistance.

- D. Planning begins early. Hotels often open their scheduling books on January 1st for the following year. Desirable weekends fill up quickly, so start early. Consider the arrival of out of town attendees. Be aware of religious holidays. Once a date has been selected and a contract signed with the hotel, the AD should coordinate with the Second VP, Webmaster, Newsletter Editor, AA and the APA for dissemination and publication of the information. (Amended Jan 8, 2020)

2. Approximately eight months prior to the retirement banquet, the AD should write a letter to all potential honorees. All retired pilots who have not been previously honored at any base are to be considered. Get a list from the local base Flight Administrator for the names of those who have retired since the last banquet. The easiest communications method is email. For non-responders, try another email, a letter in the mail and a phone call or two. Remember, not everyone wants to be honored. Some will want to be honored at another base. The AD should coordinate with the other base's AD. This works both ways, so you may get some "out of base" honorees. Send a detailed letter to each honoree describing the activities planned during the banquet. Include a Grey Eagles application, if the retiree is a non-member.

3. Approximately four months prior to the banquet the AD should make a flyer announcing the event. The flyer shall emphasize, in format and wording that everyone in the system is welcome to attend and the banquet is run by the Grey Eagles and co-sponsored by the APA and AA. APA will print and mail the flyers, so allow adequate lead-time. AA will include it in all the bid packages (send it to all base planners). The Flight Office will have it published on AAPilots.com. The GE/APA Liaison can get it published on AlliedPilots.org. The Webmaster will have it posted on The GreyEagles.org. Follow up on the web postings to ensure accuracy. It should be posted on bulletin boards throughout the system. Don't forget to send one to foreign destinations like LHR where the Operations Agents enjoy attending the banquets. Follow-up announcements can be made by asking the local APA representative to make a base blast and ask the Chief Pilot to make an HI-6 message. At this time the AD should write VIP invitations to the various AA and APA dignitaries. Consider if discounts to Flight Attendants, junior pilots, staff members or others are required, discretion is advised here.

4. Each honoree will get some mementos of their career at the banquet. The AD should make a list of the honorees to include name, nickname (if desired), rank, employee number, Grey Eagle number, date of retirement and dates of service. Although not all the data is needed by everyone, the data should be given to AA Flight Administration, the GE/APA Liaison and the Grey Eagles Treasurer. The Treasurer will coordinate with the manufacturer for the Grey Eagles plaques. A secondary option is to make tailored lists for each contact.

5. Many ADs arrive at the hotel a day early to handle the inevitable loose ends prior to the banquet. Be responsive to local issues during the cocktail hour. Attempt to limit the length of VIP speeches. Remember the night belongs to the honorees. The emcee should remain in control of the evening. Make and adhere to a schedule to end the evening on time. Have a plan for after party activities and encourage moderation and designated drivers. With a large group of honorees, it may be advisable to have a person escort the next retiree and spouse to be honored to a "stand-by" position near the podium while the "on-stage" retiree is speaking.

6. Retirement banquets are expensive and the fee charged does not always cover the cost of the evening. The Grey Eagles will pay \$150.00 per honoree who attends the banquet as a Grey Eagle member or joins within 30 days. Grey Eagle officers, APA and AAL officers and their spouses should be charged the regular banquet fee. In addition, the Grey Eagles will pay a maximum of \$750.00 per year to each AD/AMC for social functions per year. For special events like holiday luncheons the Grey Eagles will also pay \$5.00 per member attendee on an annual basis. (Amended Jul 8, 2013, Jul 20, 2014, Oct 30, 2016, Jan 23, 2019)

7. Each AD will have a set of Banners for display at the retirement banquets within their Area. They should be displayed so that the Grey Eagle banner is centered with the American Airlines and the Allied Pilots Association banners placed on either side directly behind the podium. If the AD cannot attend the banquet he should assign someone to transport and set up the banners. The hotel may require that their maintenance or engineering department handle the installation and removal. The banners are usually hung in the late afternoon and removed immediately following the banquet. The banners are expensive and considered treasured Grey Eagle items. Make sure they are in Grey Eagle possession when the banquet is over.

8. As soon as practical following the banquet, send the APA President a brief expense report that includes the amount of funds expended for this banquet which their donations covered along with a thank you note for their support. A copy of this report should be sent to the Grey Eagle Treasurer. (The APA has requested this procedure and for their continued support it must be done.) This brief report also provides the Grey Eagle Officers a ballpark figure of what it costs to run retirement banquets in different areas.

#### **Section 4.27 Photo Album**

1. All members should submit a photo to the Membership Chairman for posting on the Grey Eagle's Membership Lookup page on the web site. (Oct 28, 2017)

#### **Sec 4.28: Financial Advisory Committee (Amended Jan 23, 2019)**

1. The purpose of the Financial Advisory Committee is to assist the EXB in all financial matters of the corporation. The committee will conduct reviews as required by By-Laws Sec. 4.9 (g). The committee will also assist the Treasurer in investing the liquid assets of the corporation. (Amended Jan 23, 2019)
2. The committee shall consist of four (4) members: the Treasurer in an ex-officio role and three (3) other members. Although not required, a former Treasurer and members with financial or investment expertise should be chosen.
3. The committee shall be appointed by the President and approved by the EXB. (Added May 26, 2018)

**Sec 4.29: National Retirement Dinner Coordinator – NRDC (Added May 26, 2018)**

1. Duties: At the discretion of the Area Director (AD), Deputy Area Director (DAD), the NRDC will:
  - A. Identify, contact and negotiate with dinner venues, hotels, caterers, etc.
  - B. Prepare a list of prospective honorees from APA and AA sources.
  - C. Prepare an email and a letter mailing to prospective honorees, to be sent from the AD or DAD.
  - D. Prepare a second mailing, perhaps a postcard.
  - E. Assist the AD, DAD in making follow-up phone calls to the prospective honorees.
  - F. Once the list of honorees is determined:
    - 1) Send a letter to each honoree requesting info for the bios, plaques, etc. Be sure to include date of retirement and date of final flight.
    - 2) Edit the bios which are written by the AD, DAD.
    - 3) Have the retirement dinner program printed.
    - 4) Coordinate with APA for awards, including prior APA service.
    - 5) Order the GE plaques.
    - 6) Prepare the seating chart.
    - 7) Order flowers.
    - 8) Order the photos as required.
    - 9) Assist the AD, DAD with other reasonable requests.
2. Compensation/expenses
  - A. The NRDC will be authorized up to two trips to the dinner venue IAW Policy Manual Section 4.16.
  - B. The NRDC will be compensated at the rate of Ten Dollars (\$10.00) per attendee at the dinner. This money is to come from dinner receipts. It is understood this will raise the cost of the dinners.
  - C. The EXB encourages the use of high quality venues and encourages the NRDC to seek out commissionable venues.
  - D. The NRDC is a committee level position in terms of expenses. (May 26, 2018)

## **Annex A: Grey Eagle Sponsorship Policy (Added Nov 14, 2012)**

### **Statement of Policy**

Grey Eagles will seek sponsors that further its mission by providing monetary or in-kind support for programs or services. Grey Eagles recognizes that the members' trust and perception of its impartiality may be damaged by sponsorships that are aesthetically displeasing, politically oriented, or offensive to segments of its membership. When the Executive Board (EXB) and Board of Directors (BOD) loses membership trust and the perception of impartiality, its ability to govern effectively in the interest of its members is impaired. Therefore, Grey Eagles permits private sponsorship of programs or services in limited circumstances as a means to generate funds for improving or expanding those programs and services. Grey Eagles maintains its sponsorship program as a nonpublic forum and exercises sole discretion over who is eligible to become a sponsor according to the terms of this policy.

Whenever possible, sponsorships should be linked to specific activities, events, programs, or publications. Grey Eagles will neither seek nor accept sponsors that manufacture products or take positions inconsistent with local, state, or federal law or with Grey Eagle policies, positions, or resolutions. The establishment of a sponsorship agreement does not constitute an endorsement by Grey Eagles of the sponsor's organization, products, or services.

### **Definition of Terms**

"Sponsorship" is the right of an external entity (for-profit or not-for-profit) to associate its name, products, or services with Grey Eagle's programs, services, or name. Sponsorship is a business relationship where Grey Eagles and an external entity exchange goods, services, and donations for public display of a message on Grey Eagle property acknowledging private support.

### **Authority Structure for Review and Approval**

Grey Eagles EXB possesses sole and final decision-making authority for determining the appropriateness of a sponsorship relationship and reserves the right to refuse any offer of sponsorship. Sponsorship agreements for Annual Conventions require approval by the EXB. Sponsorship agreements for Area events may be approved by that Area's Area Director. In the discretion of the Area Director, any proposed sponsorship agreement may be referred to the EXB for approval.

### **Criteria for Proposal Review**

Proposals for sponsorship of Grey Eagles programs or services shall be reviewed on the basis of a draft memorandum of understanding that clearly outlines the forms of support offered by the sponsor and the recognition to be given by the Grey Eagles. A memorandum of understanding shall be created for each sponsorship relationship. It shall detail the following information, at a minimum:

- Activities, products, and services of the private entity and its subsidiaries

- Benefits to be given to the proposed sponsor by Grey Eagles
- Benefits to be given to Grey Eagles by the proposed sponsor
- Prominence, content, and duration of the proposed public recognition of support
- Conditions under which the sponsorship agreement will be terminated

Grey Eagles recognizes that entering into a sponsorship agreement with an external entity does not constitute an endorsement of the entity or its services and products but does imply an affiliation. Such affiliation can affect the reputation of Grey Eagles among its citizens and its ability to govern effectively. Therefore, any proposal for sponsorship of a Grey Eagles program or service in which the involvement of an outside entity compromises the public's perception of the Grey Eagle's neutrality or its ability to act in the membership interest will be rejected.

Grey Eagles shall consider the following criteria before entering into a sponsorship agreement:

- Extent and prominence of the public display of sponsorship
- Aesthetic characteristics of the public display of sponsorship
- Importance of the sponsorship to the mission of the Grey Eagles
- Level of support provided by the sponsor
- Cooperation necessary from Grey Eagles to implement the sponsorship
- Inconsistencies between Grey Eagles policies and the known policies or practices of the potential sponsor
- Other factors that might undermine public confidence in the Grey Eagles' impartiality or interfere with the efficient delivery of services or operations, including, but not limited to, current or potential conflicts of interest between the sponsor and Grey Eagles officials, or members; and the potential for the sponsorship to tarnish the Grey Eagle's standing among its members, established benefactors, or otherwise impair the ability of Grey Eagles to govern its organization

### **Permissible Sponsors, Message Content and Displays**

Sponsorships on Grey Eagles property are maintained as a nonpublic forum. Grey Eagles intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of sponsorship affiliations and messages. Grey Eagles may make distinctions on the appropriateness of sponsors on the basis of subject matter of a potential sponsorship recognition message.

Annual conventions and retirement dinners are social events, and no solicitation may take place nor may displays be set up in order to advertise the sponsors' businesses. Recognition of sponsors shall be limited to verbal recognition, discreet acknowledgement in programs and discreet signage in the event area.

- All event and project sponsorship must have significant financial commitment from the sponsor to help offset the costs associated with the activity.
- All sponsorship relationships with the Grey Eagles must be identified and recorded for informational purposes to encourage a donor-centered approach to revenue generation.
- Naming rights associated with any sponsorship must be approved by the BOD.

Sponsorship from an organization that is engaged in any of the following activities, that has a mission supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the Grey Eagles, is deemed to be unsuitable for and contrary to community standards of appropriateness for Grey Eagle publications, shall be prohibited on any Grey Eagles property:

- Promotion of the sale or consumption of alcoholic beverages, or promotion of establishments that are licensed to sell and primarily do sell alcoholic beverages, including bars; provided, however, that food service establishments or places of lodging may be authorized only when the sale of alcohol is incidental to providing food service or lodging
- Promotion of the sale or consumption of tobacco products
- Promotion of the sale of birth control products or services
- Commentary, advocacy, or promotion of issues, candidates, and campaigns pertaining to political elections
- Depiction in any form of profanity or obscenity, or promotion of sexually oriented products, activities, or materials
- Promotion of the sale or use of firearms, explosives, or other weapons, or glorification of violent acts
- Promotion or depiction of illegal products, or glorification of illegal products, activities, or materials

### **Permissible Recognition Messages**

Sponsorship recognition messages may identify the sponsor but shall not promote or endorse the organization or its products or services. Statements that advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations will not be accepted. Only the following content will be deemed appropriate:

- The legally recognized name of the advertising organization.
- The advertiser's organizational slogan if it identifies rather than promotes the organization or its products or services.
- The advertiser's product or service line, described in brief, generic, objective terms. Generally, only one product or service line may be identified.
- Brief contact information for the advertiser's organization, such as phone number, address, or Internet website. Contact information must be stated in a manner that avoids an implication of urging the reader to action.

Grey Eagles will not make any statements that directly or indirectly advocate or endorse a sponsor's organization, products, or services.

No materials or communications, including, but not limited to, print, video, Internet, broadcast, or display items developed to promote or communicate the sponsorship using the Grey Eagle's name, marks, or logo, may be issued without written approval from the Grey Eagles EXB.

**Annex B: Grey Eagle Investment Policy (Added Oct 24, 2013)**

1. It is the policy of the Grey Eagles to invest seventy-five percent (75%) of funds in no-risk instruments to be limited to:
  - A. Obligations of the United States of America, its agencies and instrumentalities.
  - B. Certificates of Deposit issued by a depository institution. The certificate of deposit must be guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successor or the National Credit Union Share Insurance Fund (NCUSIF) or its successor and secured by obligations in a manner and amount provided by law.
  - C. Cash or Money Market Mutual Funds that are registered and regulated by the Securities and Exchange Commission (SEC). Investments shall not exceed the FDIC or NCUSIF limits at any single institution.
  
2. The remaining twenty-five percent (25%) may be invested in market bases funds with the advice and consent of the Financial Advisory Committee. (Amended May 26, 2018, Mar 28, 2019)

**Annex C: Grey Eagle Publication Policy (Added Apr 5, 2017)**

Any major publication of the Grey Eagles shall be specifically approved by the Executive Board. A major publication is the newsletter or communications to the entire membership. Local communications are not major. EXB members are encouraged to respond within five calendar days. The intent is to ensure quality communication not to restrict communications. Communications regarding a convention may be approved by the President for that convention. (Amended Jan 23, 2019)

**Annex D - User Guide for the Member Lookup Database (MLD) (Added Jan 23, 2019)**

(Restricted use by those with Administrator privileges)

When you sign into the The Grey Eagles’ website and have administrator privileges you will see a series of tools on the left side of the page:

- Top – CONTENT
- Middle – MANAGE
- Bottom – SETTINGS

**1. To change an individual’s personal data:**

(NOTE: Anytime a change is made to the members information remember to click “Update” at the bottom of the “Profile Settings” page.)

- A. Place your cursor over the crossed wrench symbol (MANAGE), slide over and click on “Users”
- B. Make sure the word “Authorized” appears next to “Show” on the left side. On the right side where it says “Search Users” enter the employee number or first and last name of the individual. Employee number is preferable.
- C. Find the name in the list shown or the individual if employee # was used.

- D. There are 3 icons to the right of the name and e-mail address followed by three horizontal dots. Run your cursor over the icons and the icon title appears. The first is “User Roles”, the next is “Account Settings” and the third is “Profile Settings”. The three horizontal dots are not needed right now.
- E. To change an e-mail address, click on the Account Settings icon. Change the e-mail address and click “Save”
- F. To change any other data, click on the Profile Settings icon. You can scroll down and change any information including uploading a photo. There are 6 areas with information as part of those areas. Make sure they are expanded (little up or down carrot to the right) so you can see all of the information.
- G. When you are done with the changes, MAKE SURE TO CLICK “Update” in a blue rectangle at the end of the profile.

## 2. Creation of a new member for the MLD

Manual addition (for example someone that filed a paper application):

- A. Go into the “Users” area from the “Manage” tool. At the top of the page you will see a blue rectangle titled “Add User”. Click on that.
- B. A page opens that will allow you to create the new member. Fill in the information blocks:
  - 1) Middle initial or name should be part of the First Name block.
  - 2) A suffix (Jr or II or III) should be part of the Last Name block with a comma separating the name from the suffix.
  - 3) User Name is the employee number.
  - 4) Authorized switch should be on, Random Password switch should be off
  - 5) The password can be anything you want. We have been using “ge123456” for everyone. It is never needed since it is either reset by the member or goes unused.
  - 6) Do not check the “Send An Email To New User” block. Click “Save”.
- C. Once the new user is created you will find it as part of the list of names on the “Users” page. Click on the “Account Settings” to check that the information is correct and then click on “Profile Settings” and start filling in the information you have from the application or the information sent to you by the membership chairman. Be sure to fill in all the blocks that you can including:
  - 1) Date of First Employment (from application) – Transfer this date to the DOH block in the “Read Only” section
  - 2) Last or Current Base (From APA data)
  - 3) Retirement Date (if applicable)
  - 4) Do not fill in “Middle Name” block. We include that with the “First Name” block.
  - 5) Y or N in APA block.
  - 6) Status: Active or Retired
  - 7) DuesType (will be 3.0, 3.2 or 3.3) (Amended Jul 7, 2019)

- 8) DOH – Taken from the “Date of First Employment” block.
- 9) Joined – Date of dues payment confirmed by the treasurer.
- 10) Location section is not used at this time.

NOTE: You will need access to the APA database to verify if the member is a member of the APA. This is also a good place to verify his status (Active, Retired, Medically Retired), normal retirement date, address and phone numbers.

This procedure is also used when adding a widow/widower to the MLD after the spouse dies. Be sure that “Membership type” reads “Auxiliary Membership” for the spouse of a GE.

Automatic addition (online application filed):

A. In the user’s area, in the “Show” block use the down carrot to show the menu. You will see:

- 1) Authorized
- 2) Unauthorized
- 3) Deleted
- 4) All

Select “Unauthorized”. This is where new member online applications are stored.

B. Pick one name and select the “Profile Settings” icon. Go through the profile and make sure you have all of the information you need. If you are missing information, see if you can pick it up from the APA database. This is the time to check for APA membership status (Y or N). Make note of his employee number either from the APA database or their application. If necessary, correct the employee number to a 6 digit entry.

C. Go to the “Account Settings” and change the “User Name” to their employee number with a note indicating that we are waiting for payment or a Grey Eagle number (ie., 000000 –Awaiting Payment or Awaiting GE#).

D. When the member has a GE# from the Membership Chairman indicating payment has been received, change the “User Name” to just the employee number, click “Save” and move over to those three horizontal dots. Click on them and you will see 6 options:

- 1) View Profile
- 2) Change Password
- 3) Force Password Change
- 4) Send Password Reset Link
- 5) Authorize User
- 6) Delete User

Select “Send Password Reset Link” and then “Authorize User”. In the remarks section of the “Profile Settings” note the DuesType and initial date received from the treasurer (ie., “3.0 per Treas. Fryer 2019-01-07). (Amended Jul 7, 2019)

### **3. Death of a Grey Eagle Member**

A. Enter the employee number in the “Users” – “Search Users” block.

- B. In “Account Settings” delete the e-mail address but copy it so you can use it later. The E-mail address is a mandatory field so use null@ge.com.
- C. In the “Profile Settings”:
  - 1) Delete information in the “Cell Phone” block.
  - 2) Delete APA status
  - 3) Add the Date of Death
  - 4) Change Status to “Deceased”
  - 5) Change DuesType to zero. (Amended Jul 7, 2019)
- D. In “Contact” section, remove phone numbers, but copy home phone number for later use. Remember to click “Update”.
- E. Now select “Add User” and create an entry for the spouse just as you did for a new member. For a Grey Eagles’ number use the husband’s Grey Eagle number and for employee number use the husband’s employee number with an “S-“prefix. Most blocks will be blank. This is really a way to track their address and phone number and to use the GE# and Emp# to tie them to the correct spouse. This is also where you will use the e-mail address, home address and home phone number that you saved from the deceased member’s profile. Plug this information into the appropriate blocks for the spouse.

#### **4. Death of a Grey Eagle Spouse**

The only thing to do in this case is to remove the spouse name and in the remarks section note the date of death and anything that is really important to have as part of our historical files.

#### **5. Death of a Grey Eagle Widow**

The procedure is the same as for the death of a Grey Eagle. Remove address and phone information.

#### **6. Download of Entire Database Information**

The database information is downloaded into an ordinary Excel file that can be manipulated as any other Excel file.

- A. On the left of your screen in the Tools area, run your cursor over the the first tool (looks like a page from Word) which is called “Content”. Select “Pages”. A menu comes up on the left side of the page with a scroll bar on the right side of that menu. Scroll all the way to the bottom and find “MembersExport”. When you place your cursor in that block 4 icons appear:
  - 1) View
  - 2) Edit
  - 3) Settings
  - 4) Delete
- B. Click on “View” and the next page you see is called “MembersExport”. Under the light blue box with the message “Visible by Administrators only” is a box that says “Export Members”. Click on it and wait until the writing in red below it changes to MembersExportxx xx xxxx xx xx.xlsx. This should correspond to the date and time you

clicked the “Export Members” button.

- C. Click on that block with the red lettering (date and time) and you get a dialog box asking what you want to do with the Excel file. You can open it or save it. When you open it click enable editing and save it. You may have to rename it or it may rename it for you but you can change that. Select where you want to save it.

This ends the User Guide for the MLD.