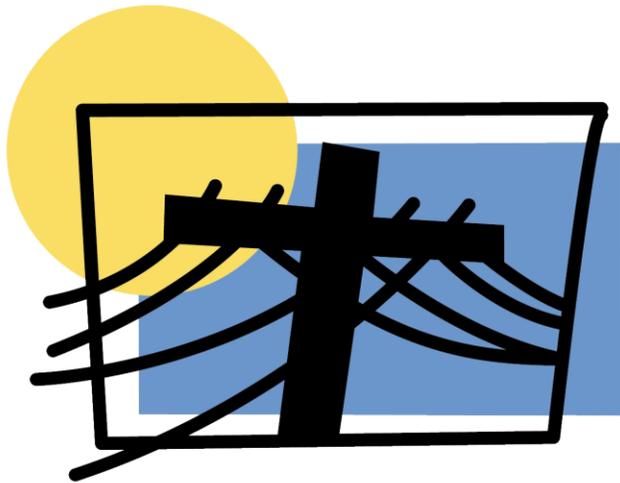


Independent Telecommunications Pioneer Association
Revised Guideline Manual



itpa

independent
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pioneer
association

Guideline Manual

Revised April 2017

Vision Statement

Volunteers Leading through Community Service.

Mission Statement

The mission of ITPA, a diverse membership of telecommunications volunteers, is to:

- **Serve our communities through good works**
- **Add value to our sponsor companies**
- **Preserve our industry history**
- **Provide leadership & networking opportunities**
- **Involve employees, former employees, retirees and their families in our activities**

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Preface

The purpose of this guideline manual is to provide members, especially officers at all levels of the organization, a basic resource and point of reference when dealing with matters related to the ITPA. These matters may be related to:

- Organizing a new club
- Membership, how to attract and retain
- Financial aspects such as dues and tax matters
- Bylaws of the organization
- Awards at different levels of the organization, e.g. regional and national

Also contained in this manual, in the appendices, are various documents that are “ever green,” i.e. change from time to time, such as:

- list of current directors
- list of current officers
- list of current committee chairs
- list of current clubs

While the appendices distributed from the national office will contain information related to the national organization, it is suggested that other levels of the organization use these appendices to list their directors, their officers and their committee chairs.

Each club will receive copies of the guideline manual electronically either by email or by downloading from the ITPA webpage (<http://www.nationalitpa.com>). It is suggested that one copy be retained and maintained by the president; the other by the secretary. If access to this web page is not available, or other problems arise, please contact the national office for copies, and arrangements for those copies.

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- Section 5 – Bylaws
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Bylaws, Awards, current ITPA officers and Board of Director's, and forms are available on the ITPA website (<http://www.nationalitpa.com>) or by contacting the national office at itpa@telecom.pioneers.net.

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Section 1 – Organization overview

Position Descriptions

Updated 10/03

POSITION TITLE: ITPA National President

OVERVIEW: Provide leadership to assure the organization is reflecting the needs of its members and is in harmony with changes occurring in the industry. Promote the activities of the association to further the goals and ideals of pioneering, and the welfare of the organization. Identify and mentor possible candidates for future ITPA leadership roles. Communicate with sponsor companies, chapters, clubs and individuals to encourage increased participation in ITPA activities. Term of office is one year.

POSITION RESPONSIBILITIES:

1. In order to ensure continuity in the organization; involve subordinates in leadership responsibilities.
2. Preside at the annual meeting of the members and the meetings of the board and executive committee.
3. Appoint members to the Hall of Fame Honors committee and to the hall of Fame Honors Court based on recommendations made by the nominating committee.
4. Appoint, subject to board ratification, the audit, executive and finance committees.
5. Appoint other committees as may be provided by the association bylaws and appoint such additional committees as may be needed
6. Serve as ex officio member of all committees.
7. Call special meetings of the board, with at least fifteen days' notice prior to the date of such meeting.
8. Officially recognize, through utilization of certificates and awards, individual members, and/or groups who have exemplified the principles of the organization.
9. Document activities when representing the association during year as president
10. When invited, represent the ITPA at state association conventions, ITPA chapter annual conventions and award ceremonies.
11. Correspond with chapter and club presidents encouraging involvement in the national project, various community service and fund-raising activities.
12. Inform appropriate sponsor company officials of ITPA involvement and of major changes in the organization, as they occur. If required, provide financial information for projected expenses, which may be included in the supporting company's operation budget.
13. Maintain a close working relationship with the ITPA National Office staff in order to ensure that goals and objectives of the organization are communicated to all levels of the organization and that staff support is provided to assist in achieving them.

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14. Perform such other duties as may be assigned by the board or executive committee of ITPA, or that may be designated by the association's bylaws.

TIME REQUIREMENT: Minimum requirements are approximately 80 days per year. Additional commitment is dependent on the initiative of the individual

REPORTS: Reports are the communications link to everyone. Those included in the association communications link are the ITPA Vice Presidents, Secretary, Treasures, Region Vice Presidents, Chapter/Club Presidents and Secretaries and the ITPA Office staff. The President is responsible for reporting the status of the organization at the annual meeting of the association for preparing such other reports as may be necessary to communicate with those involved in the communications link.

INTERACTION: Interacts with the ITPA Executive Committee, Region Vice Presidents, the ITPA National Office Staff, TPA President and the National Project representative.

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POSITION TITLE: ITPA National First Vice President

OVERVIEW: Provide leadership to assure the organization is reflecting the needs of its members and is in harmony with changes occurring in the industry. Promote the activities of the association to further the goals and ideals of pioneering, and the welfare of the organization. Communicate with sponsor companies, chapters, clubs and individuals to encourage increased participation in ITPA activities. Identify and mentor possible candidates for future ITPA leadership roles. Term of office is one year. The candidate for this office will normally be the second vice president. It is expected that the incumbent will move up to position of National President after one year

POSITION RESPONSIBILITIES:

1. Prepare for additional leadership responsibilities.
2. Discharge the duties and exercise the functions of the president when the latter is absent or unable to preside.
3. Be prepared to succeed the president in the event of the incumbent's resignation or inability to serve.
4. Participate in executive, board, annual and committee meetings as assigned.
5. Chair the Assembly committee and take an active role in the Assembly activities.
6. Serve as an advisor to the nominating and membership committees.
7. Inform supporting company's appropriate official of the involvement in ITPA activities and chapter/club community service projects. If required, provide financial information for projected expenses, which may be included in the supporting company's operation budget.
8. Prepare and submit timely reports as required.
9. As the number two person in the ITPA organization it is imperative that the first vice presidents maintain close liaison with the Executive committee, the region Vice Presidents and the National office.
10. Represent the ITPA National President and the National ITPA organization when requested to do so at State Telephone Association meetings, ITPA Chapter Annual meetings/Conventions and/or other similar meetings.
11. Perform such other duties as may be assigned by the board or executive committee of ITPA or may be designated by the association's bylaws.

TIME REQUIREMENT. Minimum averages 30-40 days per year. Additional commitment is dependent on the initiative of the individual

REPORTS: Periodic reports to the Executive Committee and/or the Board of Directors regarding the status of the assembly committee.

INTERACTION: Interacts with the president, executive committee, region vice presidents and the national headquarters office.

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POSITION TITLE: ITPA National Second Vice president

OVERVIEW: Provide leadership to assure the organization is reflecting the needs of its members and is in harmony with changes occurring in the industry. Promote the activities of the association to further the goals and ideals of pioneering, and the welfare of the organization. Communicate with sponsor companies, chapters, clubs and individuals to encourage increased participation in ITPA activities. Identify and mentor possible candidates for future ITPA leadership roles. The candidate for this position should have a demonstrated his/her dedication to Pioneering by having served at the chapter/club and region level. The candidate should possess working knowledge of the national organization, its structure and bylaws by having served on the National Board of Directors and/or Chaired or served on several National committees. Term of office is one year. It is expected that the candidate will move up to the position of first vice president after one year.

POSITION RESPONSIBILITIES:

1. Prepare for additional leadership responsibilities.
2. Be prepared to succeed the first vice president in the event of the incumbent's resignation or inability to serve.
3. Responsible for coordinating and obtaining reports from the awards, finance, national project, sponsor member and any other assigned committees.
4. Serve as liaison for assigned committees and assist with establishment of their annual goals.
5. Assist region Vice presidents with establishment of their annual goals.
6. Conduct quarterly reviews with region vice presidents on their involvement in activities in their regions
7. Participate in executive, board, annual and committee meetings as assigned.
8. Assist the assembly committee and take an active role in the Assembly activities as may be requested.
9. Inform supporting company's appropriate official of the involvement in ITPA activities and chapter/club community service projects. If required, provide financial information for projected expenses, which may be included in the supporting company's operation budget.
10. Prepare and submit timely reports as required.
11. Represent the ITPA National President and the National ITPA organization when requested to do so at State Telephone Association meetings, ITPA Chapter Annual meetings/Conventions and/or other similar meetings.
12. As the number three person in the ITPA organization it is essential that the second vice presidents maintain close liaison with the Executive committee, the Region Vice Presidents and the National office.
13. Perform such other duties as may be assigned by the board or executive committee of ITPA or may be designated by the association's bylaws. Note: As the number three person in the ITPA organization it is essential that the second vice presidents maintain close liaison with the Executive committee, the Region Vice Presidents and the National office.

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TIME REQUIREMENT: Minimum averages 30-40 days per year. Additional commitment is dependent on the initiative of the individual

REPORTS: No specific reports have been identified.

INTERACTION: Interacts with the president, executive committee, region vice presidents and the national headquarters office.

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POSITION TITLE: ITPA National Secretary

OVERVIEW: Promote the activities of the association to further the goals and ideals of Pioneering, and the welfare of the organization. Identify and mentor possible candidates for future ITPA leadership roles. Candidates for this position should have a working knowledge of the organization, its structure and bylaws. Term of office is one year and may be reelected.

POSITION RESPONSIBILITIES:

1. Attend, record and maintain minutes of all meetings of the board, executive committee, annual meeting and general membership.
2. Prepare resolutions for action by the Board of Directors welcoming new chapters and clubs.
3. Prepare necessary financial resolutions, which must be approved by the board and certified by the secretary.
4. Attend to the giving and serving of notice of meetings to the appropriate board members, executive committee members and general membership as specified in the bylaws.
5. Send any instructions of special interest to incoming ITPA officers, region Vice presidents, directors-at-large, and directors emeritus within 30 days following their election or appointment.
6. Work with chapter and club officers concerning special requests that may require approval from the national organization.
7. Inform supporting company's appropriate official of the involvement in ITPA activities and chapter/club community service projects. If required, provide financial information for projected expenses, which may be included in the supporting company's operation budget.
8. Perform such other duties as may be assigned by the president as approved by the board or executive committee.

TIME REQUIREMENT: Minimum requirements range from 20-30 days per year. Additional commitment is dependent on the initiative of the individual

REPORTS: Minutes of board, membership, executive committee and special meetings should be published to appropriate members in a timely manner.

INTERACTION: Interacts with the president, executive committee and national headquarters office frequently. Other contacts include the treasurer, region vice presidents and trustees.

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POSITION TITLE: ITPA National Treasurer

OVERVIEW: Promote the activities of the association to further the goals and ideals of Pioneering, and the welfare of the organization. Identify and mentor possible candidates for future ITPA leadership roles. Candidates for this position should have a working knowledge of the organization, its structure and bylaws. Candidate should also possess an accounting background and be knowledgeable with provisions of the Internal Revenue Code applicable to national ITPA, its chapters and clubs. Term of office is one year and may be reelected.

POSITION RESPONSIBILITIES:

1. Serve as a member of the finance committee. Cooperate with the audit committee and /or independent CPA's who may be charged with the audit and/or review of ITPA's financial records.
2. Be responsible for the preparation and filing of federal, state and local forms on behalf of national ITPA.
3. Review the receipts and disposition of all funds and securities of the organization. Supervise the collection, bills, notes, checks and other financial transactions.
4. Ensure that the necessary accounting records are kept, make annual report and prepare such financial statements as may be required by the president, board or executive committee.
5. Work with chapter and club officers concerning special financial inquiries or financial matters that need approval of the national organization.
6. Serve as ITPA resource person for questions from the chapters and clubs regarding tax related matters. Disseminate information regarding changes in tax laws or requirements, which may have potential impact on chapters and clubs.
7. Assist in maintaining financial sections of the Guideline Manual.
8. Liaison with the Treasurer(s) of the Independent Telephone Historical Foundation and of the Independent Telephone Pioneer Association (Charitable) Foundation.
9. Monitor the status of investment of ITPA funds and make recommendations to the Finance and/or Executive committee for any changes in investment strategy that may be warranted.
10. Maintain liaison with public accountants, and Internal Revenue Service.
11. Inform supporting company's appropriate official of the involvement in ITPA activities and chapter/club community service projects. If required, provide financial information for projected expenses, which may be included in the supporting company's operation budget.
12. Perform such other duties as may be assigned by the president as approved by the board or executive committee.

TIME REQUIREMENT. Minimum requirements range from 40 to 50 days per year. Additional commitment is dependent on the initiative of the individual

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REPORTS: Quarterly and annual financial reports to officers and directors. Federal, state, and local tax returns

INTERACTION: Interacts with the president, executive committee, finance committee, secretary, and ITPA national headquarters staff frequently.

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POSITION TITLE: ITPA National Director-at Large

OVERVIEW: Work to further the goals and ideals of Pioneering, promote the welfare of the organization as a whole, communicating with sponsor companies, region vice presidents and participate in special activities and projects. Identify and mentor possible candidates for future ITPA leadership roles. Candidates are identified by the National Nominating Committee for a two-year term and may be reelected for an additional two-year term.

POSITION RESPONSIBILITIES:

1. Serve in capacities as may be assigned by the board of directors or the executive committee
2. Attend regular and special meetings of the Board of Directors.
3. Serve on ITPA national committees/task forces, as requested.
4. Work with and assist region vice presidents
5. Inform the supporting company of director's involvement in ITPA activities and special projects.
6. Prepare for additional leadership responsibility by attending and participating in annual assembly.

TIME REQUIREMENT: Minimum requirements range from 10 to 20 days per year. Additional commitment is dependent on the initiative of the individual.

REPORTS: Determined by specific task force.

INTERACTION: Interacts with board of directors and national headquarters office

NOMINATING PROCESS: Candidates for this position are recommended to the national nominating committee. Applications for nominations for this position are in the national office.

NOTE: This position is not significant to geographic area or demographics. Representation is for the organization as a whole. Selection and participation is associated to level of expertise or specific need. Candidate can be selected to fill a specific need, to retain the expertise of an individual who has moved up through the chairs or as a development ground for potential region or national office.

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POSITION TITLE: ITPA Region Vice President

OVERVIEW: Interfaces with chapter and club presidents/secretaries located within a defined geographic region. Provides the commitment and personal leadership style necessary to accomplish the mission of ITPA. Identify and mentor possible candidates for future ITPA leadership roles. Recommended by the chapters/clubs within the region to the Association's nominating committee. This position is for a two- year term and may be re-elected for a recommended 1 additional term.

POSITION RESPONSIBILITIES:

1. Represent the Chapters and Clubs within the Region by attending National Board of Directors Meetings and Annual Assembly, serving as a member of the National Board of Directors, and as liaison to and from the National Board of Directors, for the State Director/ Chapters and Clubs.
2. Work to ensure planning and implementation of ITPA goals and objectives by conducting quarterly meetings with State Directors and/or Chapter/Club Presidents and/or Secretaries. Prepare written agendas and supporting materials.
3. Schedule periodic meetings of the leadership of the chapters and clubs within the region to provide a forum to discuss issues of mutual interest and concern. When face to face meetings are not practical it is recommended that Region conference calls be utilized to involve as many of the Chapters/Clubs within the region as possible.
4. Attempt to personally contact each chapter president/secretary and each club president/ secretary quarterly. When face to face meetings are not practical each one should be contacted via telephone/letter.
5. Be prepared to serve on at least one national committee.
6. Appoint at least one person from each chapter to serve on the regional nominating committee to elect and make recommendations to the national nominating committee.
7. Appoint one person from each chapter/state to serve as disaster coordinator for the Charitable Foundation
8. Encourage each chapter and club to track their volunteer hours and projects and report these back to their state directors. This information should be used for the Region awards as well as being shared by the region VP with the national office and the sponsor companies.

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9. Encourage chapter/clubs to prepare award applications for national and regional awards.
10. Prepare region awards, such as John Knox Johnston, Pioneer of the Year award, membership growth awards, most volunteer hours award, etc to be presented at the annual assembly. Plaques and certificates may be used for this purpose.
11. Using the information from the quarterly reports and award applications encourage all chapters and clubs to publicize the activities of ITPA through state and local news media and sponsor company chronicles.
12. Encourage, support, expedite and become a catalyst behind the formation of new chapters/clubs and re-activating inactive clubs when ever possible. Through personal contact, whenever possible encourage sponsor companies' involvement.
13. Upon invitation, participate in chapter/club functions/activities such as installation of officers, introducing guest speakers and performing as guest speaker. Accept responsibilities as delegated by the First Vice President.

TIME REQUIREMENTS:

Minimum requirements range from 20 to 24 days per year. (Many hours fall on weekends/evenings) Additional time given depends on the funding and time made available to the individual.

REPORTS:

Submit quarterly reports to the first vice president/or the national office summarizing chapter and club activities. Present written and/or oral reports at meetings of the National Board of Directors as required. Provide copy to the National office. Complete and submit Region Vice President accountability check list quarterly. Provide news articles for the Pioneer Magazine.

INTERACTION:

Interacts with first vice president, national headquarters, national and regional board of directors, state directors, chapter and club presidents/secretaries within the region.

NOMINATING PROCESS:

Candidates for this position are recommended by each chapter within the Region and submitted to the National Nominating Committee. Nomination forms are available from the national headquarters office.

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Section 2 – Organizing a new club

The formation of a Pioneer Club should be a natural development brought about because a group of employees and/or retirees, with a real interest in their local community, wish to formalize their volunteer efforts on behalf of Pioneering. Once formed, a local or work-site club holds regular meetings and organizes social and community projects. While there is no minimum number of members required to charter a new club, it is recommended that there be at least five.

By now you might have been contacted, or made contact with, another club, a Region Vice President, or the ITPA National Headquarters Staff. All of these contacts can provide advice and assistance as you form your new club. In many cases, the ITPA National Headquarters Staff can put you in contact with other clubs that have encountered similar circumstances to your own and can provide valuable insight as you take the steps necessary to form your club.

If you are interested in reactivating an existing local or work-site club the information listed here will certainly get you going, however there will be a few additional steps which you should take. These are listed at the end of this chapter.

Communicating with Your Company

After you have established contacts within ITPA, it is time to seek your company's approval for the formation of the work-site club. We suggest that you write a letter to your CEO with copies to the Director of your Human Resources Department, the Director of your Public Relations Department and your immediate supervisor. Explain the benefits of the Pioneer Club to the company, the community and to employees and ask for their backing. Include some literature on ITPA. Suggest a meeting if they would like more information, and offer to provide them with additional materials and contacts within ITPA.

Reaching out to Potential Club Members

Once you have established support from your company you can ask your Human Resources Director for a list of eligible employees and retirees from the company. In addition to your company's employees, keep in mind employees of credit unions, directory companies, manufacturers and suppliers, union officials, employees living and/or working in nearby towns and spouses and children of the above who are eligible for membership. You may wish to contact potential members personally, via a letter sent to their home, or via e-mail. Ask interested employees, retirees and others to indicate their interest and willingness to help form the club. Once you have received a response, choose a number of employees and retirees that are representative of your company to form an Organizing Committee. Be sure that all departments and demographics are represented. If possible, ask the Director of Human Resources or Director of Public Relations to be part of the organizing committee for the formation of the club.

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Organizing Committee Meeting

Call together the members of your Organizing Committee to complete the following steps.

A) Purpose of Your Club: Members of the Organizing Committee must determine the overall focus of your club. What kind of service projects will interest the employees? How can your Pioneer Club help your company meet its organization objectives? Your Organizing Committee may need to meet several times before it reaches consensus.

B) Bylaws: Appoint a Bylaws Committee to prepare the bylaws for the proposed chapter/club, a copy of which is sent to the ITPA National Headquarters Office with the petition to form the club. Bylaws of ITPA may be used as a guide. The bylaws adopted by your club must conform to and in no way conflict with the bylaws of ITPA. The bylaws should provide for other committees deemed necessary for the club, including the Nominating Committee.

C) Committees:

Nominating- Appoint a Nominating Committee to select a slate of officers - President, Vice President, Secretary, Treasurer. You may also wish to consider including standing committee chairs in your officer ranks (see Section 1 for position descriptions of club officers). Keep in mind who your logical officers may be and avoid putting them on the committee. Be sure that each nominee is capable, understands his/her potential responsibility, and is willing to devote the required time to get the job done. The officers should represent a cross-section of the club's overall organization; for example, consider large departments, craft, etc. A club's first year is critical. Be sure the officers are strong leaders, able to guide the club's direction.

Bylaws -This committee is needed to formulate and present for a vote the club's bylaws. The club's bylaws should provide for other committees deemed necessary for the club including nominating,

Community Service-This committee is responsible for selecting, planning and organizing specific community activities, as well as motivating members to participate in the projects. This committee should select an activity to kick off the club's activities. (See "Types of Club Activities", at the end of this chapter for ideas.) A Service Chair, if appointed or elected, coordinates service projects to meet the needs of the community and advocates for the support of ITPA National projects such as blood drives.

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Company Relations This committee works closely with the sponsor company's human resources and/or community outreach department to ensure consistency between the club's projects and activities and the sponsor company's corporate objectives. This committee ensures the club's visibility within the company.

Finance This committee is usually chaired by the Treasurer. Its primary purpose is to establish a budget and to monitor the financial stability of the club (IRS filings etc.)

Fundraising This committee coordinates fundraising projects for charitable causes and to offset Club expenses.

Membership It is usually through the efforts of this committee that a prospective member receives his/her first impression of ITPA. The membership committee should maintain close contact with the HR departments of their sponsoring companies so as to be informed when new employee's join the company. The Membership Chair, if appointed or elected, actively recruits new club members year-round and plans and implements a membership campaign at least annually. The Membership Chair also implements programs for membership retention, such as "buddy systems". Members of this committee are also encouraged to establish contacts with other clubs and national ITPA headquarters. The purpose of these contacts is to solicit transfer memberships of members relocating near the club.

Public Relations/Communications. Responsible for informing members, other employees, sponsoring companies, and the public of the club's accomplishments, current projects and future plans. This committee should work closely with the sponsoring company's Public Relations department. The Communications Chair, if appointed, promotes the club and its activities to the sponsor company's employees and the community and submits press releases to the company newsletter, newspapers, radio or television stations and internal club newsletter.

Social Activities Social activities should be encouraged, developed and planned regularly. They serve to make the club strong and effective by keeping members active. They also offer opportunities for non-members to enjoy Pioneering, creating interest in membership.

Organizing Committee: The Organizing Committee should make plans for a popular community fund-raiser or event which will require volunteers/assistance. This will initiate the club's activities and demonstrate the qualities that define Pioneering. Appoint a key individual from your Organizing Committee who is enthusiastic, possesses strong leadership qualities and is dependable to be the Project Chair, responsible for making initial plans for your club's first event. He or she should be prepared to make a brief presentation about the event at your first meeting. See "Types of Club Activities" at the end of this chapter for ideas.

Other standing committees might be mandated by the club's bylaws. Ad hoc committees are formed to meet special needs such as a review of the bylaws. A committee can be one to five people. If there is more than one person a chairperson is selected to preside.

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Your First Meeting

Publicize Your First Meeting

With the help of the Organizing Committee, begin publicizing your plans for the formation of a Pioneer Club and for your first meeting. Use all resources available including the company newsletter, bulletin boards, e-mail, direct mail, and word of mouth. Continue to keep your company executives advised of your plans, particularly those that directly affect them. The Organizing Committee should plan the agenda for the first meeting, which will include the steps necessary for the formation of the club. When publicizing the meeting you might want to have a “hook” to get potential members to attend the meeting - a free lunch, cookies, or door prize. Keep in mind, the best way to get people to the meeting is to ask them.

At this first informational meeting the Organizing Committee should cover the following points:

- Who are the Pioneers?
- Why be a Pioneer?
- What kind of projects will the Pioneer Club do?
- The purpose of the club should be emphasized.

Talk about your Club’s first project. Introduce the Project Chair. Inform people of how they can get involved in the first project.

Ask everyone to sign the Petition to Organize. The organizer should enter the name and address of each person joining the club on the initial petition. Enter the appropriate code following each person’s name to indicate his/her status.

An adequate supply of membership applications should be on hand, as well as “Questions and Answers on ITPA”. Other resources such as quarterly newsletter can be obtained in advance from headquarters office. Ask everyone to complete the Application for Membership. First year dues must accompany the Application for Membership so every effort should be made to have prospective members pay dues (if the company is not paying dues on behalf of employees.)

Introduce the Nominating Committee and have them introduce their slate of officers. Explain the nomination procedure and give the nominating committee report. (The committee was instructed to consider officers from as many segments of the organization as possible. Comment that it is neither a craft, management or a company club, but a club composed of eligible individuals who all wish to work together as a group on both social and community interests.) You can also accept nominations for each officer at this meeting. Nominations from the floor will have to be for a specific office and the nominee must agree to serve before he/she can be nominated.

Address questions.

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Collect Membership Applications and encourage meeting participants to recruit additional members, including family members.

Announce that each new active member will receive a certificate of membership, a copy of the Pioneer Creed, and a membership card. Emphasize the honor of being a charter member of the club. Explain ITPA Membership Benefits (benefits information can be obtained from the ITPA National Headquarters Office).

Finally, the Organizing Committee should outline steps for voting on the slate of officers and schedule the next meeting.

Your Second Meeting

Now that you have taken the initial steps to establish your club and have elected officers, it is time to start handing over the organizing of the club to those officers. This can be difficult for some members of the Organizing Committee. However, a good rule of thumb for any club is to recruit strong leaders and then let them lead. Your new officers should be careful to delegate projects and authority so that everyone has a chance to use their skills and talents and remain involved.

The first order of business of this meeting is for the Organizing Committee to introduce the club's first elected officers. The new president should then preside. (Elected officers should be notified prior to the meeting so that they are prepared to run the meeting.)

The next order of business is to select a club name. It is best to choose a name identifying the club with a company. Other points to be covered at this meeting are:

Vote on the bylaws.

Give an update on your first project.

Collect Membership Applications from any new members.

Following this meeting, the new officers and the Organizing Committee should meet to prepare the following for the ITPA National Headquarters Office:

Prepare the following to be sent to the national headquarters office:

- 1) Petition to Organize
- 2) List of officers and directors
- 3) Bylaws
- 4) Two copies of Application for Employer Identification Number (Form SS-4)
- 5) Letter authorizing ITPA to include Club as a subordinate under ITPA's group exemption letter.
- 6) New member applications.
- 7) Transfer forms for existing members.

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- 8) Check for total amount of first year's dues.
- 9) Letter to ITPA national headquarters office requesting authorization to form a new club.

A charter will be issued when the required documents are received and processed by the National Headquarters office, including those required by the Internal Revenue Service.

Congratulations! Your club is now on its way to serving the public and your community and you and your fellow club members have joined with over 26,000 fellow Pioneers nationwide!

Helpful Hints

Early enthusiasm is the key to success. Members who are actively involved in club programs from the beginning tend to stay active. They also make the best recruiters.

The Community Service and Social Activities Committees should be activated immediately. Make sure your Publicity Committee is also active.

Utilize company facilities whenever possible. (i.e., printing, mailing, etc.)

Send members newsletters and announcements at frequent intervals. Keep them informed.

Continue to enlist your company's support. You can do this by aligning your club's activities with your company's mission, values and objectives.

Keep your members busy. People will join your club if they feel useful. Chances are that if they aren't active, they won't remain a member.

Respect your members' time. In today's world, everyone is busy. Keep meetings short and efficient.

Keep your club visible both in the company and in the community. Be sure to let your supporters know the outcome of your service projects.

Have fun! People will stay active if they are having a good time.

Ask! Ask! Ask! People won't get involved unless you ask them!

Set realistic, short-term goals. When you meet a goal, celebrate!

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Reactivating a Club

A club that has not abided by the provisions of its bylaws to hold an annual meeting for the purpose of electing its directors; has not elected its officers; and has not held one membership business meeting, one membership social event or one community service project within its calendar/fiscal year shall be considered inactive.

When at least 5 members become interested in reactivating a club, notice should be given to National Office and/or the ITPA Region Vice President. A meeting should be scheduled to discuss the reactivation.

Generally, a club that is being reactivated can follow the same procedures as a new club. However, the first order of business for the Organizing Committee of a club that is being reactivated should be to determine if the club's original charter and bylaws are available. The bylaws should be reviewed and amended if necessary, or if no bylaws are available, new ones should be adopted. If the charter cannot be located, a duplicate may be obtained from the National Office.

Any member who had resigned or whose membership was deleted because of nonpayment of dues while the club was inactive may be reinstated by paying the annual dues for the current year. A new application should be submitted to the national headquarters office with a notation that this is a reinstatement.

Like a new club, the reactivated club must submit information required by the Internal Revenue Service and other information, as listed in the Final Organizing Committee Meeting section of this chapter.

Change of Club Name

The name of a club may only be changed under extenuating circumstances. A change must be weighed carefully to prevent any backlash since the current name must have had substantial support when it was chosen. A change of name may also cause the club to lose its identity in the community where name recognition has been established throughout its various service projects and social events.

If the officers, directors and members determine that a name change is necessary and beneficial to the organization, the following procedure must be followed:

- 1) At a meeting of the club's officers or Board of Directors, adopt a resolution indicating the proposed name and reason for the change.
- 2) A request, signed by the club president and secretary is to be sent to the National Headquarters Office, indicating the date the resolution was adopted and the new name. A copy of the resolution is also required.
- 3) On approval of the ITPA national secretary, ITPA records will be changed and the club notified. A copy of the notification is forwarded to the ITPA president, region

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vice president, and state director. A new charter will not be issued, unless specifically requested and the original returned.

4) Within 30 days of receipt of the approved change of name, the club secretary must inform the Internal Revenue Service of the change. The club Employer Identification Number must be included in the letter. A copy of the letter is to be forwarded to the national headquarters office.

Types of Club Activities

Human Services: These are projects that provide a tangible service in the form of products or devices. It could also include building or work performed on an existing structure or device. This could include the provision of clothing or food, building reconstruction, or any project where a physical product exists. Financial support is also appropriate, as long as the fund raising efforts are documented. The donation of items such as food, clothing, vehicles, or toys would come under this category.

Life Enrichment-These are projects that entertain or provide a “human touch” element. Parties for blind children; bingo at nursing homes; “huggers” at the Special Olympics and other programs which involve one- on-one interface are examples of projects to include in this category.

Community Enhancement- These are projects which will help the entire community, not just one group or individual. Public education and community awareness fall into this category. Health fairs, health screenings, and public information programs are all examples of community enhancement projects. Walks to raise money for community awareness also fall into this category. Relay for Life, March of Dimes, Alzheimer’s Walk, and Health Fairs are all examples of activities that come within this category.

Spirit of Service- This award recognizes Chapter and Club activities, which publicly promote the value of telecommunications. Historical endeavors, written histories, museum projects and community events promoting your club/chapter or sponsor company are examples of a submission appropriate in this category.

ITPA National Project -The National ITPA Project Award is designed to foster a sense of unity throughout the organization. While participation is not mandated, the National ITPA Project campaign provides an opportunity for all Chapters and Clubs to work toward common charitable goals. This award recognizes innovative and special efforts to support national projects. While monetary contributions are important, greater emphasis is placed on ingenuity and participation. National ITPA Projects include: Alzheimer’s disease, Blood drives, Disaster relief efforts, Education and Troop Support.

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Pioneer Choice-The Pioneer Choice award may be used at the discretion of the Chapter or Club for projects that are unique and do not fit into either of the above five categories or for a project that the Chapter or Club feels is worthy of submission even though it can be placed into one of the other categories. This category gives Chapter and Clubs the ability to submit projects that fit in the same category without being penalized

INSTALLATION OF OFFICERS/DIRECTORS

Sample Remarks by Presiding Officer. (You may wish to type on 3 X 5 cards)

It is now my privilege to install the Pioneers you have chosen to serve as officers and directors for the (chapter/club) for (period). Please come forward and face me as your name is called.

(It will save time if all persons to be installed are called forward simultaneously.)

DIRECTORS

Will the following board members please step forward (call names).

You have been elected as directors of the (chapter/club) for (period). In this office, you will give guidance and assistance to your president as set forth in the bylaws. The future progress of Pioneering is in your hands.

Be constantly alert and ready to advise your president at any time. I urge you to accept these responsibilities with pride and good judgment, serve wisely and well.

Do you accept this office and vow to do your best?

TREASURER

Will (name), the treasurer, please step forward.

The office of treasurer is also one of great responsibility and trust. You have been appointed to the stewardship of the finances of the club for (period). I urge you to keep careful and accurate accounting of all funds so that your (chapter/club) may at all times be aware of their financial standing. Honesty and ability have fitted you for this office and we know you will not fail.

Do you accept this office of treasurer of the (chapter/club) and pledge to fulfill it faithfully?

SECRETARY

Will (name), the secretary, please step forward.

The office of secretary is one of responsibility and trust. The spadework of any organization falls upon the secretary. Your duties are to note in proper order the business of meetings and to keep a perfect record of transactions. The success of any group depends greatly upon the accuracy and promptness of the secretary.

Do you accept this office of secretary of the (chapter/club) and promise to fulfill it to the best of your ability?

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VICE PRESIDENT

Will (name), vice president, please step forward.

As vice president of the (chapter/club) you shall assist the president in the discharge of the duties of that office. During the absence or disability of the president, you shall assume all the duties of the president as long as such absence or disability occurs. Leadership capabilities are required of you at all times. You will be expected to set an example as a dependable leader and assist in keeping your membership informed.

Do you accept this office and promise to fulfill it to the best of your ability?

PRESIDENT

Will (name), president, please step forward.

As the new president of the (chapter/club), it is for you to add strength, stability, color, new ideas and to perpetuate the traditions of Pioneering passed along to us over the years.

You have been elected to the highest office within the gift of the membership of this (chapter/club) because they believe in your integrity, enthusiasm, good judgment and loyalty to Pioneering.

Your responsibilities are all covered in the guideline manual and it will be your duty to know them and your job so well that you can set an example as a dependable leader. Keep the membership informed and take responsibility for their actions.

Do you accept this office and promise to fulfill it to the best of your ability?

TO ALL NEWLY INSTALLED OFFICERS AND DIRECTORS

For any person to be elected as an officer in ITPA is a distinct honor and imposes upon the individual so honored a deep obligation. You, as elected and appointed officers of the (chapter/club) are trustees into whose hands are given the keeping of this (chapter/club). This trust cannot be too highly regarded nor too seriously administered.

I charge you to so conduct the affairs of this (chapter/club) that it will stand as a monument to those who have gone before and as an inspiration to those who will follow.

Fellow Pioneers, I am proud to present to you your officers and directors for (period). Pledge your loyalty and support by your applause.

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Section 3 – Membership

TYPES OF MEMBERSHIP

Classes and Rights. Membership in this Association shall be divided into three classes: Active, Life and Sponsor Members. Active and Life Members shall have voting rights or appoint one Delegate to represent their Chapter or Club at the Association's annual meetings. Sponsor Members shall have no voting rights.

Active Class. Active Members shall be men and women of good standing who are at least 21 years of age, are or were engaged in the telecommunications industry, have retired from the industry, or either are immediate family members or a significant other of an employed or retired person. Active members must pay annual dues as determined in Article VIII Section 1.

Life Class. Life memberships may be granted to those Members who have been engaged in the telecommunications industry for a period of not less than 40 years and who have been Members of the Association for not less than 15 years. Life Members shall not be required to pay dues; however, dues or donations to the Charitable or General fund shall be accepted. If these monies are directed to the General fund, then the established amount can be reimbursed to the member's club if requested by the member.

Sponsor Class. Sponsor Members shall be telephone operating companies, associations, manufacturing or supply companies, or other companies within the telecommunications industry. Sponsor Members shall not have the right to vote. This is the only class in which a non-individual (e.g., entity) can participate in the Association.

Retired – Paid Up members are those individuals who had retired on or before December 31, 1990, and who made application for this status prior to January 1, 1991. *This membership classification is no longer available.*

DEFINITION OF TELECOMMUNICATIONS SERVICE

Telecommunications service shall be considered to include:

- a) Any company, governmental department or agency rendering communications service, including state or federal utilities commissions handling communications regulation.
- b) Any company engaged in manufacturing equipment or materials used in rendering telecommunications service to the public.
- c) Any company engaged in research work in connection with rendering telecommunications service.

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- d) Ownership of, or employment in, any agency-operated exchange.
- e) A director of a company in the telecommunications industry, or anyone on a company retainer is eligible for membership if they have served the required number of years in that capacity, or partially in that capacity and the remainder in some other position in the industry.
- f) Service as a directory advertising salesperson
- g) PBX operators.
- h) Telecommunications credit union employees.
- i) Contractors while doing work for telecommunications companies.
- j) Service with a telephone association office.
- k) Service with Western Union.

ADMINISTRATION OF MEMBERSHIP

Each chapter/club secretary should maintain a record of the entire chapter/club membership. The following paragraphs outline the methods for entering and maintaining this information.

NEW MEMBERS

Applications for active and auxiliary memberships each indicate that the first year's dues should accompany the application and that "dues are billed annually on January 1". Depending on when the application is processed at the headquarters office, the new member does not always receive a full year's membership. Members processed by the headquarters office between January 1 and August 31 receive an invoice the following January. Those members processed between September 1 and December 31 will not receive an invoice until the second January of membership. This information should be reviewed with the new member prior to the application submission.

The procedures for submitting applications for new members are as follows:

APPLICATION THROUGH A CHAPTER

- a) Have applicant complete an application for membership. Check eligibility. If in doubt, refer to the national office.
- b) Assign member to club, if applicable.

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- c) Copy into chapter records the necessary data from the application.
- d) If assigned to a club, send pertinent information to the club with a copy of the application.
- e) Submit application to national headquarters office.
- f) Include a check for the dues with the application.

- g) New sponsor members must complete an application for Sponsor Membership. Include a check for dues with the application and submit to the national headquarters office.

APPLICATION THROUGH A CLUB

- a) Have applicant complete an application for membership. Check eligibility . If in doubt, refer to the national office.
- b) Copy the necessary data from the application into the club records.
- c) Submit the application to the national headquarters office in one of the following ways:
 - 1. Through the chapter secretary.
 - 2. Directly to the national office with a copy to the chapter secretary.
- d) Include check for dues with the application.
- e) Have new sponsor member complete an application for sponsor membership. Include a check for dues with the application and submit to the national headquarters office.

APPLICATION THROUGH THE NATIONAL HEADQUARTERS OFFICE

Occasionally an application is sent directly to the national headquarters office. If the application is in order and is accompanied by the first year's dues it will be processed as follows:

- a) The national office will assign the member to the chapter/club nearest the address shown on the application form.
- b) If assigned to a chapter/club, will send pertinent information to the chapter/club with a copy of the application.
- c) The chapter/club should take immediate steps to contact the member.

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PROCESSING OF NEW MEMBERS BY NATIONAL OFFICE

Account Number: Each acceptable application received at the national office is assigned member number which becomes the permanent reference number for the member.

Application File: the original application received is retained for six months after the information has been entered into the computer. After that period, the application is destroyed. The computer record contains all information which may be required to support eligibility for Life Membership.

Identification Card and Membership Certificate: A certificate of membership and a permanent identification card is prepared by the national office and forwarded to the member. The card remains valid so long as the annual dues are current.

Sponsor Membership Certificate: A certificate of membership is prepared by the nation office and forwarded to the sponsor.

Pioneer Creed: A copy of the Pioneer Creed is enclosed with each certificate and ID card.

Additional Memberships: Members of ITPA may belong to two or more chapters or clubs but only upon payment of annual dues for each group. Additional memberships will be handled as new membership applications when first received, except that the earliest application for membership will be considered the official source of basic data for national headquarters office files.

Computer Record: The following information is entered into the computer in processing a new application: (1) member number; (2) name; (3) address; (4) chapter/club affiliation; (5) year joined ITPA; (6) Year entered industry; (7) type of membership; (8) identify and provide contact information for company-paid members; (9) region number; (10) dues status; and (11) brief history of membership activity, i.e., demographic changes, status changes, payments. Computer records are retained for five years subsequent to loss of membership.

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Membership Codes: The class, type and status of membership is coded as follows in the computer records:

Class:

- A Dues on own
- B Company paid/single affiliated company for the members in the chapter or club number
- S Payroll deducted/single affiliated company for the members in the chapter or club number
- M Company paid/multiple affiliated companies for the members in the chapter or club number
- N Payroll deducted/multiple affiliated companies for the members in the chapter or club number
- Q New member/joined in last quarter of current year; no dues for the following year
- Z No dues

Type:

- F Family member of current regular member
- G Family member of deceased regular member
- L Life member/met qualifications for life membership in Pioneering (40 years in telephony and 15 years in Pioneering)
- C Retired paid-up member
- R Regular member

Status:

- P Paid
- U Unpaid
- D Deceased
- E Undeliverable
- W Withdrew on own
- T Reinstated as a member; recalled
- X No Dues Required

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CHANGE IN CHAPTER/CLUB AFFILIATION

Members are encouraged to belong to the chapter or club closest to their residence. However, the bylaws contain no mandatory requirement for membership in a chapter or club as a prerequisite to membership in ITPA. Therefore, when members relocate they may request a change in chapter/club affiliation or they may retain membership in the earlier affiliation. If they wish to belong to both, they may do so by paying dues to each chapter/club.

In order to transfer chapter/club affiliation, a Petition to Transfer form must be completed and mailed to the national headquarters office.

TRANSFER REQUEST RECEIVED FROM CHAPTER/CLUB

When a member's relocation into a new area is known, the local club encourages the member to change affiliation. When he elects to do so, the club should fill out a Petition to Transfer form in duplicate. One copy should be sent through the chapter secretary to the national office. The other copy should be sent to the member's former chapter/club secretary. Transfer requests are entered into the national office member records and the change will appear in the next update report sent to the new chapter/club secretary.

TRANSFER REQUEST RECEIVED DIRECTLY BY NATIONAL HEADQUARTERS OFFICE

Requests to change club or chapter affiliation received by the national office directly from members will be honored and entered into the computer and the change will appear on the next update report sent to the new chapter/club secretaries.

ADDRESS CHANGE

Address changes should be forwarded promptly to the national headquarters office. The change will appear on the next update report sent to the chapter/club secretaries.

CHANGE IN MEMBERSHIP STATUS

Life:

Must have been in the telecommunications industry for 40 years and a member of ITPA for 15 years.

- a) Application for Life Membership must be made in writing by the chapter/club secretary, or the individual member, to the national headquarters office.
- b) A special certificate and membership card, together with a congratulatory letter signed by the president of ITPA, will be sent to the individual or the chapter/club secretary as requested.
- c) Life Members do not pay dues.

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TERMINATION OF MEMBERSHIP

Deceased:

The chapter/club secretary should notify the national headquarters office immediately so the members name can be deleted from the records. Notification of death is the chapter/club secretary's responsibility. Dues refunds will be made for deceased members who have paid dues prior to death. The club/chapter secretary should also notify the National Office the status of remaining family member/members.

Resignation:

- a) The national office should be notified immediately by the chapter/club secretary, or the individual, so the individual's name can be deleted from the records.
- b) The resignation shall be effective the date the request is received by the national office.
- c) A member in good standing whose name has been removed from the membership rolls at his/her request shall be recorded as "resigned" in the chapter/club records as well as the national office records.
- d) A letter should be written by the chapter/club secretary to the member, expressing regret and informing him that the request has been granted and stating the conditions under which the member may be reinstated.

Non-Payment:

At the close of the annual billing cycle August 1st, members who have not paid their dues are dropped from the records at the national office. Chapter/club records should be marked accordingly. The chapter/club secretary should write each "dropped" member and provide information on how they may be reinstated.

REINSTATEMENT OF MEMBERSHIP

Members who have been dropped for non-payment of dues or who have resigned, may be reinstated by paying the annual dues for the current year. For the record, a new application should be submitted with a notation thereon that this is a reinstatement. Members who reinstate during the year will receive a dues invoice for the following year. The September-December grace period does not apply for reinstatements.

MEMBERSHIP REPORTS

The national office provides the following reports which are sent to chapter/club secretaries:

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- a) The Chapter/Club A-Z Report is issued upon request by contacting the National Office.

The A-Z Report contains the following information:

1. Chapter/Club code. The first two digits indicate the chapter and, where applicable, the 3rd and 4th digits identify the club.
2. Member number. Each member is assigned a member number which becomes the permanent identification number for that member in the national office records.
3. Date Processed
4. General Donation
5. Charitable Donation
6. Electronic Pioneer Magazine
7. Membership Class
8. Membership Type
9. Membership Status
10. Name and address
11. Year Joined ITPA
12. Year entered industry
13. E-mail address
14. Telephone number

- b) A Member Update Report for each club/chapter is issued monthly. The report reflects the activity within the chapter/club for the preceding month, i.e., new members, transfers, deceased, etc.

The Member Update Report reflects the following information: add, change, transfer or deletion. Accuracy of these lists should be verified by chapter/club secretaries by comparison with local chapter/club records for additions, deletions, changes or transfers. Discrepancies should be reported promptly to the national headquarters office, with copies being sent to the chapter secretary, if applicable.

- c) Chapter/Club Annual Dues Refund Reimbursement Report is issued to chapter

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secretaries and includes the members paid and the total amount of refund.

- d) Chapter secretaries may receive copies of reports sent to all affiliated clubs upon request.

MEMBERSHIP STATUS ON OR AFTER LEAVING THE INDUSTRY

Membership does not cease if a member leaves active service in the telecommunications industry provided the annual dues are paid or the individual has met the provisions for Life membership.

A member who leaves the industry and is not qualified for Life membership may continue as a regular Active member by paying the appropriate annual dues.

A person who has not previously been a member and who has terminated their service in the telecommunications industry may be admitted as a member upon completion of an Application for Membership and payment of dues.

Anyone who had previously been a member may be reinstated at any time.

RECORD OF MEMBERSHIP

It is the responsibility of the chapter/club to maintain current accurate club records and report changes, updates and discrepancies as soon as possible to the National Office.

For ready reference, a file should be maintained (preferably electronically) of all current members, showing name, address (business and residence), date of birth, retirement date, dues record and type of membership.

Member data is available electronically from the national headquarters office and can be provided upon request.

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**Section 4 – Financial: Dues and Tax Information
Dues & Financial Reporting**

Dues

- Dues Categories
- Billing and Collection
- Direct Billing/Paid By Member
- Direct Billing/Paid By Company
- Direct Billing/Payroll Deducted
- New Members
- Deleted or Dropped Members
- Dues Refund Check
- Membership Cards

Internal Revenue Service – Tax Exemption and Reporting

Updated Information Coming Soon

Newly Organized Chapters and Clubs

Miscellaneous Information

- Donations to ITPA and its Chapters and Clubs
- Political Activity (Financial)
- Surplus Monetary Accumulation
- Group Form 990
- State Reporting Requirements
- Responsibility for Filing Form 990

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Dues

Dues Categories

ITPA has several classes of membership. (See bylaws for a complete description of the classes). Not all classes of membership require the payment of dues yearly. The following shows whether or not dues are required:

Active members – dues required to be paid yearly.

Family members – dues are not required to be paid yearly. Life members – dues are not required to be paid yearly.

Life members- dues are not required, but may voluntarily pay if so desired. Chapter/Club will receive a percentage of the annual dues.

Sponsor members – dues required to be paid yearly.

Within each membership class, there are options regarding how the dues are paid. For example, dues may be paid by the member, paid by the member's company or member's company payroll deducted.

Billing and Collection

Periodically, the national headquarters office sends to the chapter/club secretaries the Master Chapter/Club A-Z computer report. This report shows, by member and in summary form, the paid and unpaid members. Those listed as unpaid will receive invoices. Those listed as paid are Life, Auxiliary/Complimentary or new ITPA members who joined during the preceding October, November or December. These members will not receive invoices for the upcoming year.

Members who pay dues on their own will be billed directly from the national office. Company paid dues will go directly from the national office to the company responsible for payment.

Chapter/club secretaries (or membership chairpersons, if applicable) should review both the paid and unpaid membership reports to identify any members listed who are deceased, transferred to other clubs or dropped from membership. If updates on these members have not already been forwarded to the national headquarters office, a listing including member name, membership number and reason for update, should be prepared and forwarded to ensure that both the local and national records match.

Direct Billing/Paid By Member

Under this method, invoices are mailed to the individual members by the national headquarters office in January. Dues are payable upon receipt of the invoice. The

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individuals mail their checks/money orders together with invoice stubs directly to the national headquarters office.

No action is required by the chapter/club secretary or membership chairperson until the scheduled chapter/club 'members unpaid' report is received from the national headquarters office.

Immediately upon receipt of the 'members unpaid' report, the chapter/club secretary or membership chairperson should contact those members who have not paid their dues. Contact should continue until all dues are paid or until it is determined that the member is not renewing their membership for the year.

Direct Billing/Paid by Company

Under this method, invoices are mailed to the appropriate company for payment of individual member dues. Dues are payable upon receipt of the invoices. The company mails their check together with invoice stubs to the national headquarters office. The company should also include a reconciliation worksheet (~~Attachment D~~) showing the number of dues payments forwarded, by chapter/club.

The chapter/club secretary or membership chairperson should work with the responsible company representative to ensure that all invoices are paid, member records updated with any changed information (e.g. address, member status).

Direct Billing/Payroll Deducted

Under this method, invoices are mailed to the appropriate company for payroll deduction of individual member dues. Dues are payable upon receipt of the invoices.

The chapter/club secretary or membership chairperson should work with the responsible company representative to ensure that all invoices are paid through payroll deduction.

New Members

The full amount of dues for new members must be forwarded to the national headquarters office together with the application forms. Application forms that do not include the dues payment are not considered 'accepted' application forms until the payment is made.

Deleted or Dropped Members

Members whose dues remain unpaid on August 1st of the current year are deleted from the membership rolls. A report of deleted or dropped members is sent to the chapter/club secretary. The secretary or membership chairperson should review the listing, follow-up with any members who have been dropped to ensure that a payment

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was not missed and note the reason for dropping the member (e.g. deceased, cancelled membership). Any member who has been dropped for non-payment of dues may be reinstated upon receipt of the current year's dues.

Dues Refund Check

According to ITPA bylaws, the national association shall reimburse the chapters/clubs a percentage of the annual dues as determined by the Board. Chapters shall determine the amount of reimbursement to affiliated clubs. Chapters notify the national headquarters office of the percentage to be reimbursed to affiliated clubs. The national headquarters office can provide the current percentage for chapters/clubs. (See also the section titled Allocation of Dues.)

In order for a chapter/club to be eligible for a dues refund, the chapter/club must be considered as an 'active' chapter/club. The "Club Yearly Status" report must be completed and forwarded to the national headquarters office by April 30 of the current year. According to ITPA bylaws regarding 'dues' reimbursement:

- Meetings of the Board of Directors and Committees may be held by teleconference or by electronic mail provided required notice is given to each member of the Board or Committee holding the meeting.

Dues refund checks are issued once a year in November, dependent upon 'active' club status. Checks are void after ninety (90) days and should be deposited upon receipt.

Checks not cashed within ninety (90) days will not be honored by the Association's bank. Non-cashed checks should be returned to the national headquarters office for replacement.

No replacement will be issued without the original check and a written request from the chapter/club president, secretary or treasurer.

NOTE: Upon receipt of dues check, the secretary will pass the check to the treasurer for handling.

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Allocation of Dues

The dues schedule and the allocation to chapter/clubs is determined by action of the Board of Directors.

The current dues and allocation are as follows:

Class of Membership	Total to	Retained by National Office	Refunded to Chapters/Clubs
Active	\$25	\$19	\$6
Auxiliary/Complimentary/ Paid-up	0	0	0
Life Members	0	0	0
Life Members Paying dues	\$25	\$19	\$6
Sponsor Members			
Operating Companies (access lines)			
Under 2,000	\$100	\$100	0
2,000-2,999	\$150	\$150	0
3,000-4,999	\$175	\$175	0
5,000-9,999	\$225	\$225	0
10,000-24,999	\$300	\$300	0
25,000-49,999	\$350	\$350	
50,000-99,000	\$400	\$400	
100,001-249,000	\$450	\$450	0
250,001-499,000	\$550	\$550	0
500,001-999,999	\$650	\$650	0
1,000,000-1,999,999	\$750	\$750	
Over 2,000,000	\$900	\$900	0
Manufacturers/ Suppliers	200	200	0
Revenues up to \$39 million	\$300	\$300	0
Revenues over \$39 million	\$500	\$500	0
State Associations	\$150	\$150	0

Applications for active memberships indicate that the first year's dues should accompany the application and that 'dues are billed annually on January 1'. Depending on when the application is processed at the headquarters office, the new member does not always receive a full year's membership. Members processed by the national headquarters office between January 1 and August 31 receive an invoice the following January. Those members processed between September 1 and December 31 will not receive an invoice until their second year of membership.

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Check Endorsement

As a good business practice and for the protection of ITPA, as well as all chapter and club presidents, secretaries and treasurers, each chapter/club should use the following procedure for depositing all checks, whether received from ITPA or drawn by others:

- Upon receipt of a check, a STAMP should immediately be placed on the reverse of the check. This prevents negotiability of the check in case it is misplaced, lost or stolen and verifies without any doubt, that the check was credited to the correct account.
- The stamp should be in the following form:
 - for Deposit To
 - the account of
 - John Doe Club (name of chapter/club)
 - Acct. #000-00-000 (chapter/club bank account number)

Under the account number, the chapter/club treasurer should sign his name: i.e., John Smith, Treasurer

If the chapter/club does not have a stamp, the aforementioned information should be printed on the reverse of the check and the check manually signed.

- After the check has been stamped and endorsed for deposit and a record made of the receipt, the check should be placed in the bank book, check book or some other place for safekeeping. Deposits should be made immediately.

Internal Revenue Service – Tax Exemption and Reporting

History

In 1952, the Independent Telephone Pioneer Association (ITPA) qualified as a tax exempt organization (social and recreational club) under Section 501(c) (7)-of the Internal Revenue Code and since that date has been filing annual information returns (Form 990, Return of Organization Exempt from Income Tax) with the Internal Revenue Service.

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Exemption and that ITPA should apply for and possess a group exemption letter to cover all of the chapters and clubs. In March 1982, each chapter and club was requested to prepare and forward a letter to the ITPA national office authorizing the treasurer of ITPA to include the chapter/club as a subordinate organization in its filing for a group exemption letter with the Internal Revenue Service (IRS).l

ITPA's original filing with the IRS was submitted on May 11, 1982, and on September 17, 1982, the IRS approved the group exemption request for those chapters and clubs listed in the May 11, 1982 letter. On October 27, 1982, ITPA and its chapters and clubs were assigned Group Exemption Number (GEN) 3181.

Current IRS Tax Exemption Status

In a letter from the IRS dated September 13, 1994, ITPA's Tax Exemption status changed from 501(c) (7) to 501 (c) (10). ITPA is now recognized as a fraternal organization retroactive to September 30, 1993, thus avoiding taxation on interest income.

Since all chapters/clubs were part of the group exemption under the previous IRS code 501 (c) (7), each chapter/club is now a 501 (c) (10) organization with an assigned Group Exemption Number (GEN) of 3181.

Chapters/clubs will not be required to file for a new Employer Identification Number (EIN). They will continue to use the same EIN number as previously assigned. NEVER use the ITPA national headquarters office's EIN number.

Newly organized chapters/clubs, before receipt of their charter from ITPA, are now required to follow the procedure outlined in the paragraph entitled "Newly Organized Chapters and Clubs". The newly organized chapters/clubs can obtain "New Club" kits from the national headquarters office. These kits include all forms needed for organization.

IRS Reporting Procedures for ITPA, its Chapters and Clubs

Section will be updated soon

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Newly Organized Chapters and Clubs

Before receipt of their Charter from ITPA, newly organized chapters/clubs must follow the procedures shown below:

- a. Complete the Application for Employer Identification Number (Form SS-4). Upon written request, Form SS-4 and instructions for completing the form will be forwarded to chapter/club secretaries from the ITPA National Headquarters Office, along with the New Chapter/Club kit. Each chapter/club must have its own Employer Identification Number (EIN) even if it has no employees.
- b. Lines on Form SS-4 to be completed by the chapter/club are Lines 1, 4a, 6, 7, 10, 11, below 18b, name, title, signature and date. All other lines have been filled in. If you disagree with or do not understand the typed-in answers, please contact the national headquarters office.
- c. Send a letter to the national headquarters office, authorizing the treasurer of ITPA to include the chapter/club as a subordinate organization under ITPA's group exemption letter with the IRS.
- d. Send two (2) copies of Form SS-4 and authorization letter (a and c above) to the national headquarters office for filing with the IRS.
- e. Upon receipt of the EIN from the IRS, the chapter/club should send a copy of the notification to the national headquarters office. File the IRS notification in the chapter/club permanent file.

On or before December 31 of each year, ITPA will add newly organized chapters and clubs to its exempt roster.

The IRS will issue EINs via telephone for the purpose of establishing bank accounts. Call the IRS at (404) 455-2360 to obtain a number. A Form SS-4 must still be submitted with the EIN number issued by telephone noted on the upper right-hand corner.

Miscellaneous Information

Donations to ITPA and its Chapters and Clubs

Donations to ITPA and/or its chapters/clubs are deductible as charitable contributions on the donor's federal income tax return; however, you must disclose if part of the amount donated is for a tangible benefit (contact ITPA's national headquarters office with specific questions).

Political Activity (Financial)

Financial political contributions made by ITPA or its chapters/clubs carry the responsibility of meeting the disclosure requirements set forth in the General Instructions accompanying "U.S. Income Tax Return for Certain Political Organizations – Form 1120-POL".

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At the October 1982 meeting of the Board of Directors, it was ruled that ITPA and its chapters/clubs should **NOT** make financial political contributions.

Surplus Monetary Accumulation

ITPA and its chapters/clubs should not be in the position of accumulating large sums of unreserved surplus funds, thus placing the tax exemption in jeopardy.

At the October 1982 Board of Directors meeting, it was ruled that a surplus equaling **no more than two years operating expenses** should normally be accumulated.

Group Form 990

ITPA and its chapters/clubs have the option of filing a Group Form 990. There are no advantages and many disadvantages in connection with filing a group return; therefore, ITPA will file and separate return and each chapter/club having gross receipts in excess of \$25,000 will also have the responsibility of filing a separate Form 990.

State Reporting Requirements

Some states and local government units will accept a copy of Form 990 in place of all or part of their own financial reporting.

Each chapter/club should consult with the appropriate officials of their respective states and other jurisdictions to determine their specific filing requirements, if any.

Responsibility for Filing Form 990

When required, it is the responsibility of each chapter/club for the proper, timely and complete filing of Form 990.

Section 5 – BY-LAWS (visit www.nationalitpa.com for a copy of the Bylaws)

Section 6 – Awards (visit www.nationalitpa.com for a copy of the Awards Booklet)

GENERAL INFORMATION

Awards are presented each year to officially recognize Chapters, Clubs and individuals who have exemplified the principles of Pioneering.

A National Awards Committee whose chairperson is appointed by the National President each year administers the program. The committee chairperson picks a diversified group of active Pioneers to be on this committee.

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Detailed procedures, judging criteria and nomination forms are mailed to Chapter and Club secretaries and emailed to club presidents. The winning submissions are selected by the awards committee.

Competition in Award categories is broken down into Chapter and Club size classifications (with the exception of Pioneering Excellence, John Knox Johnston and Founder's Awards):

Class A	1-30 members
Class B	31-100 members
Class C	over 100 members

Class size must reflect a Chapter or Club's membership as of September 30th. Chapter membership includes all affiliated Clubs. Awards for first, second and third place are given (if appropriate) for each size classification within an award category. **The awards committee is not required to give an award simply because there is a submission. Each submission must meet all the criteria set forth in the awards package.** The awards committee retains the right to give an honorable mention to a club or chapter or to move a submission from one category to another category if needed.

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