

## Sub Chapter Charter Document Updates

(SEE SECTION 6 IN YOUR MANUAL)

### CURRENT:

~~Mailing Services. The MRSEA office will code the membership file and the files of recent retirees as to provide lists and labels of retirees within the general area of the Sub Chapter. Before this can be done the Sub Chapter must provide a list of cities and their Zip Codes that the Sub Chapter wishes to include within their area. The Sub Chapter makes the decision as to which cities will be included. Because of geographical overlap it is possible for an individual to be coded for more than one Sub Chapter. Lists of new retirees are coded as they are received so lists are constantly changing.~~

~~The MRSEA office will provide the following services for Sub Chapter meetings. Requests for any of these items must be received three weeks prior to when they are needed:~~

~~a. Copies of the meeting notice. You must provide the original notice. We will make copies of what you provide. Sub Chapters may choose to prepare copies locally with their own funds.~~

~~b. Envelopes and stamps to mail out the notices, which are prefolded.~~

~~c. Mailing labels and lists of retirees that are coded for that Sub Chapter. Lists are alphabetical within the specified area.~~

### AMENDED:

#### Mailing Services:

The MRSEA Board Office will compile and maintain membership databases. Copies of any information contained in this database will not be available.

The MRSEA Board Office will mail Sub Chapter meeting announcements upon receipt of a master copy at least forty five days prior to the scheduled meeting date. This timeline allows for the following sequence of events: twenty one days to prepare the mailing and twenty four days for member response to the mailing.