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**POLICY MANUAL
OF
MARS ASSOCIATES**

FEBRUARY 2023

**MARS ASSOCIATES
P. O. BOX 1128
LITTLETON, CO 80160-1128**

PURPOSE

The purpose of the MARS Associates Policy Manual is to communicate to the members of MARS Associates those policy matters that serve as guidelines for the governance of the MARS Board of Directors, Officers and MARS members when these persons represent, or do business on behalf of MARS. Operating Instructions are included as attachments to this Policy. Operating Instructions may be updated and/or changed at the discretion of the Officers without approval of the Board of Directors.

The provisions in this Policy Manual must conform to and not conflict with the Bylaws. Any provision herein that conflicts with a Bylaw is null and void.

Signed February 1, 2023

Ken Marts /s/
Ken Marts
President

Roger Rieger /s/
Roger Rieger
Chairman
Board of Directors

Table of Contents

PURPOSE	1
CHANGE RECORD.....	5
I. MEMBERSHIP	7
1. NOMINATION OF OFFICERS AND DIRECTORS	7
2. ELECTIONS	7
3. MEMBERSHIP DUES	7
4. SENIOR MEMBERS.....	7
5. MEMBERSHIP ROSTER	8
6. MARS ASSOCIATES MEMBERSHIP	8
7. MARS ASSOCIATES MEMBER DEATH	8
II. FINANCIAL MANAGEMENT.....	8
1. FISCAL YEAR.....	9
2. DUES	9
3. BUDGET PREPARATION.....	9
4. ASSET ACQUISITION.....	9
5. NON-BUDGETED EXPENDITURES	9
6. EXPENSE REIMBURSEMENT.....	9
7. MARS ASSOCIATES SALES	10
8. AUDIT PERFORMANCE.....	10
9. AUDIT COMMITTEE	10
III. BUSINESS MANAGEMENT.....	10
1. MARS AGENT OF RECORD	10
2. OFFICIAL RECORDS	10
3. MARS ASSOCIATES ENDORSEMENT	11
4. LOCKHEED MARTIN MAIL USAGE.....	11
5. ANNUAL REPORT	11
6. BONDING OF OFFICERS	11
7. POLICY UPDATE PROCESS	11
IV. ACTIVITIES AND EVENTS	12
1. MAJOR MARS ASSOCIATES EVENTS	12
2. OFFICERS AND BOARD OF DIRECTORS REGULAR MEETINGS.....	12

3. SUPPORT OF EXTERNAL ORGANIZATION ACTIVITIES	12
4. MARS CLUBS ORGANIZATION CLASSIFICATION.....	13
5. CLUB CHECKING ACCOUNTS.....	15
V. COMMUNICATIONS.....	15
1. GENERAL.....	15
2. EDITORIAL COMMITTEE.....	15
3. MARS STAR.....	15
4. MAILINGS	16
5. INTERNET WEBSITE.....	16
A. MARS STAR OPERATING INSTRUCTIONS.....	18
1. STAR Procedures.....	18
1.1. Preparation and Production.....	18
1.2. Distribution	19
B. OPERATING INSTRUCTIONS - MARS WEBSITE	21
1. Website Committee.....	21
2. Operational and Editorial Criteria.....	21
C. OPERATING INSTRUCTIONS - MEMBERSHIP	24
1. General.....	24
2. Records	24
3. Acceptance of New Members and Members Renewing Memberships	24
4. Databases (DB) To Be Maintained As A Minimum.....	26
5. Mail Labels and Nametags.....	27
6. Reports	28
D. OPERATING INSTRUCTIONS – SUCCESSION PLANNING	31
1. General.....	31
2. Establishing Candidates	31
3. Candidate Database.....	31
4. Duties and Time Required	31
E. POLICY - RECORDS RETENTION AND DESTRUCTION	33
1. Policy and Purposes	33
2. Administration	33
3. Retention Schedule	35
F. OPERATING INSTRUCTIONS - E-MAIL VOTING BY OFFICERS AND DIRECTORS	38

1. E-Mailing Voting Procedures	38
2. Example of email vote implementation	39
G. MARS ONLINE COMMUNICATIONS REQUIREMENTS.....	41
1. Internet Based Capabilities	41
2. E-Mail Capabilities	41
3. Social Media	41
4. Digital Archive.....	41

CHANGE RECORD

DATE	SECTIONS CHANGED	CHANGE DESCRIPTION
11/04/20	Entire Document	Re-baseline to update TOC, remove old change notations, and correct formatting issues. Update logo.
02/01/21	I.2	Simplify election process description.
02/01/21	I.3	Dues to be determined by majority vote of Officers and Directors.
02/01/21	II.1 and II.3	Align fiscal year to calendar year.
02/01/21	II.7	Delete (No meals for MARS STAR volunteers needed anymore).
02/01/21	II.8 and II.9	Align audit activities with calendar year. Simplify and clarify audit processes.
02/01/21	III.7	Clarify Policy Update process.
02/01/21	IV.4 e.2	Replace “purged” with “reviewed”.
02/01/21	V.4	Add words for electronic mail.
02/01/21	Attachment A	Revise to reflect current MARS STAR Production process.
02/01/21	Attachment E	Revise and simplify; make a table of record retention requirements.
02/15/21	Attachment F	Add use of signature demonstration symbol (/s/) to e-mail approval process.
02/21/21	Attachment C	No two year reqt for Senior Membership eligibility; added Para 5.2 for Electronic Mailing Lists.
02/02/22	Purpose	Clarify precedence of Bylaws over Policy Manual.
02/02/22	I.3	Handling membership applications in the fiscal year fourth quarter.
02/02/22	I.7	Extending surviving spouse membership for one year free of dues.
02/02/22	III.3	Replace “Senior Information Club” with “MARS Associates”.
02/02/22	III.5	Annual Report to be distributed in softcopy.
02/02/22	IV.1	Add policy regarding photos taken at MARS events.
02/02/22	Attachment A 1.1.3	Delete details of required staff.
02/02/22	Attachment A 1.2.1	Add references to ULA.
02/02/22	Attachment C.1	Remove redundant sentence about Bylaws precedence over Operating Instructions.
02/02/22	Attachment D.2	Remove reference to elections.
02/01/23	I.1, I.2	Clarify election process.
02/01/23	II.3	Align budget process with current practice.
02/01/23	III.5	Annual Report responsibility wording change
02/01/23	V.1	Editorial updates. Add reference to Attach G.

I. MEMBERSHIP

1. NOMINATION OF OFFICERS AND DIRECTORS

MARS is an organization run by volunteers. The early identification and recruitment of candidates for leadership positions (directors or officers) is critical to the smooth operation of the organization. To ensure this, the MARS Board of Directors shall be responsible for implementing and executing a succession planning process. The succession planning process will result in the identification of at least one volunteer for each open position by December 31st of the year before the position is to be filled. Leadership position changes are announced at the Annual Meeting in March of each year.

The Chairman of the Board of Directors shall compile a list of volunteers who have agreed to serve, and provide it to the combined Board of Directors and Officers.

2. ELECTIONS

The combined Officers and Board of Directors shall review the list of volunteers to fill any open positions and vote on the selection and approval of the candidate(s) for each position. The result shall be determined by a simple majority.

3. MEMBERSHIP DUES

Dues shall be a two-tiered system based on MARS Associates mailing addresses. Residents of Colorado will be assessed at a specific level and non- Colorado residents will be assessed at a lesser level. This will more accurately reflect the cost of membership to the respective activities and events that are relatively accessible to the majority of Colorado members. The specific amount assessed for the annual dues shall be determined by majority vote of the combined Officers and Board of Directors.

According to the Bylaws, those who join MARS in January or February and pay the annual dues in full with their membership application shall be granted full membership until the last day of February the following membership year starting on March 1. Furthermore, it shall be the policy of MARS Associates that those who join in the fourth quarter of the fiscal (calendar) year and pay the annual dues in full with their membership application, shall be granted membership for the remainder of the current membership year as well as the following membership year starting on March 1. Those who join in the third quarter and earlier shall be granted membership only for the current membership year, ending in February.

4. SENIOR MEMBERS

A member of MARS Associates will be designated a Senior Member on March 1st of the year following such member's 75th birthday. Their spouse is also designated a Senior Member at the same time regardless of age.

The annual dues are reduced for Senior Members. They shall continue to pay any admission fees to MARS events, clubs or programs. A Senior Member has all the rights and privileges of other MARS members.

5. MEMBERSHIP ROSTER

Each fiscal year the MARS Vice President - Membership, shall issue a current MARS Associates roster to the Officers and members of the Board of Directors. This membership roster shall be updated once each fiscal year. The membership roster is designated as Proprietary Data and shall not be given to any member or other organizations unless as recommended by the Officers and approved by the Board of Directors. Rosters of Colorado Members that have indicated interest in clubs or activities will be provided to the respective MARS Club President or activity coordinator, to contain only the Member's and spouse's names, address, email address, and phone number.

6. MARS ASSOCIATES MEMBERSHIP

The requirements for membership in MARS Associates are contained in the Bylaws. If any of these requirements are not satisfied by a current MARS Associate member, then the member is not allowed to renew membership for the following fiscal year. Membership may be renewed when the requirements of the Bylaws are again satisfied.

7. MARS ASSOCIATES MEMBER DEATH

On notification of the death of a member (retiree or spouse), MARS Associates will publish the name and the name of the surviving spouse in the quarterly MARS STAR and Website. A standard statement will be included in the MARS STAR and Website such as "MARS Associates expresses our deepest sympathy in the loss of your loved one and a donation will be made to a "Charity" chosen by the Officers and Board of Directors, in their memory. The donation will be paid to the selected Charity in December each year, up to \$25.00 per deceased member during the period from November 1 to the following October 31 not to exceed the established budget. The Officers will determine and Board of Directors will approve the not-to-exceed value in the budget. Donations derived through voluntary contributions of MARS Associates members shall be in addition to the budgeted amount. The surviving spouse of a MARS member shall be granted one year of free dues for the membership year following the member's passing, if the member's dues had not previously been renewed for that membership year.

II. FINANCIAL MANAGEMENT

1. FISCAL YEAR

The MARS Associates fiscal year shall correspond to the calendar year, January 1st through December 31st. Accounts of income and expenditures will be maintained by the fiscal year in which they occur. Financial reports will reflect this accounting.

2. DUES

No dues shall be accounted for except those authorized by the Bylaws of MARS Associates. The annual budget and year-end financial report shall identify the budgeted dues and the actual income received for each fiscal year.

3. BUDGET PREPARATION

MARS Associates shall operate within an annual budget that is approved by the Board of Directors. The annual budget shall be prepared and submitted to the Officers and Directors for their review and preliminary approval at the December meeting. The proposed budget shall be then discussed at the January meeting and final approval will be prior to January 15th.

The Treasurer is responsible for the budget preparation and submittal. Budget requests from the Officers will be submitted to the Treasurer in a timely manner for incorporation into the budget.

4. ASSET ACQUISITION

The purchase of any physical asset by MARS Associates shall be made only for those assets that have been included in the approved annual fiscal year budget.

5. NON-BUDGETED EXPENDITURES

Expenditures by MARS Associates for any non-budgeted item of \$100.00 or less may be made after approval of the Officers. Expenditures by MARS Associates for any non-budgeted item of more than \$100.00 shall be made after recommendation of the Officers and approved by the Board of Directors.

If unplanned occasions arise that warrant a special purchase, prior approval by the Officers and the Board of Directors shall be required.

6. EXPENSE REIMBURSEMENT

Since the members of MARS Associates, a non-profit organization, volunteer their services to further the progress of this association, there shall be no free admissions to any of the social events to reward such services. This policy includes, but is not limited to:

- a. Officers
- b. Members of the Board Directors
- c. Club Officers
- d. Photographers
- e. Reporters

Expenses incurred by MARS members in performing their respective functions, i.e., stationery, stamps, film, and film processing, etc., will be reimbursed by MARS Associates upon receipt of a receipt, bill, or statement for such materials or services. Automobile expenses, e.g., mileage or parking, are not a reimbursable expense.

7. MARS ASSOCIATES SALES

The purchase of any item for presentation or sale to MARS members shall be permitted only if such item has been specifically approved in the MARS Associates fiscal year budget by the Officers and the Board of Directors.

8. AUDIT PERFORMANCE

MARS Associates financial records shall be audited on an annual basis between January 1st and March 1st. Completion of the audit and any significant findings shall be documented in the Annual Report. MARS clubs, which have a checking account, shall be subject to a financial audit whenever deemed necessary by the Officers and/or Board of Directors. Follow-up audits will be performed, when necessary, to assure corrective action has been taken.

9. AUDIT COMMITTEE

A financial audit committee consisting of two people shall be appointed annually by the President. No current officer or board member may be an auditor. However, any officer or board member may assist the audit team. Audits shall be conducted on an annual basis for the purpose of reviewing appropriate MARS Associates financial records. A brief written report shall be prepared for the President subsequent to each audit and submitted to the Board of Directors.

III. BUSINESS MANAGEMENT

1. MARS AGENT OF RECORD

The MARS Vice President of Business shall be the Agent of Record for the purpose of signing legal documents and correspondence pertaining to the operation of the MARS Associates. Contracts for social events will be signed by the Vice President of Activities.

2. OFFICIAL RECORDS

The Vice President of Business shall maintain the file of all Federal and State documentation relating to the MARS Associates organization.

- a. State of Colorado Corporation Charter, Amendments and Reports.
- b. Federal and State Tax Records.

3. MARS ASSOCIATES ENDORSEMENT

MARS members shall not, on behalf of or in the name of MARS Associates, become involved in or endorse political issues, nor endorse political candidates, nor endorse or contribute to any organization, product or service, nor involve the MARS Associates name or any entity of MARS Associates in any type of endorsement. MARS Clubs and their members shall not engage in any of the above activities nor conduct programs which result in the specific promotion and endorsement of any product or service. This includes activities undertaken by any MARS Associates member.

This policy in no way restricts any MARS member from outside involvement or endorsement on his or her own behalf. This policy does not restrict the Vice President of Business from providing health care or other benefit availability information to members, nor does it restrict the MARS Associates from engaging guest speakers who represent products and services, provided that specific endorsements are not made. The Board of Directors must approve exceptions to this policy.

4. LOCKHEED MARTIN MAIL USAGE

MARS Associates members shall not use the Lockheed Martin Corporation or United Launch Alliance Internal/external mail system for the mailing of personal documents.

5. ANNUAL REPORT

The President-Elect of MARS Associates, or designee, shall assemble and see to the distribution of an Annual Report. This report will be made available to members in softcopy at the time of the Annual Meeting. The Annual Report shall contain the fiscal year-end financial report and reports of the activities of MARS Associates during the fiscal year. Each MARS Officer shall also submit a report to the President-Elect for inclusion in the annual report. Activities and a fiscal summary of MARS Clubs shall be reported to the MARS President-Elect, by the Club President/Chairman by a date established by the MARS President-Elect. All Club activities and a financial summary, including audit results if required, will be included in the annual report.

6. BONDING OF OFFICERS

Bonding insurance for specific Officers shall be secured when directed by the Board of Directors. Guidelines for those to be bonded are: Treasurer and designated Officer when the Treasurer is unavailable. Officers who have bank account signature authority must be bonded when bonding insurance is obtained. Vice President – Business shall be responsible for securing the appropriate bonding insurance when so directed.

7. POLICY UPDATE PROCESS

From time-to-time new policies may be added and existing policies may be deleted or modified. Such additions, modifications and deletions shall originate with either the Board of Directors or Officers. It shall be reviewed by the Officers and Directors and then approved by a simple majority vote of the combined Officers and Directors.

IV. ACTIVITIES AND EVENTS

1. MAJOR MARS ASSOCIATES EVENTS

MARS Associates holds a number of major social events during each fiscal year. The cost of such events may be subsidized by MARS Associates. Such subsidies may pay for a portion of the costs of food, gratuities, entertainment, etc. A minimum of two Officers or Directors will be in attendance at all major MARS Associates events to represent MARS and to coordinate and monitor the activity and personnel attending in order to ensure the event and attendees reflect favorably on MARS within the organization and with the public. Neither MARS Associates Board of Directors nor its Officers accept fiduciary responsibility for unforeseen events as a result of MARS-sponsored functions, either during the function or after its conclusion.

A MARS membership unit as defined in the bylaws may attend such events by paying the net subsidized fees, if any, in a timely manner. One individual in a MARS membership unit attending an event alone may bring one companion or guest by paying the prescribed subsidized fee for the companion or guest, the same as members pay. Thus, for any one event, a membership unit may have only two people attend at the subsidized fee rate.

A MARS member may bring additional guests to scheduled events, in addition to those described above. Fees for such guests shall be the non-subsidized per person cost for the event, which includes food, gratuities, entertainment, etc.

While serving their terms, members of the Board of Directors and Officers are not eligible for door prizes awarded at any MARS Associates event. Their spouses, guests, and peer group club officers remain eligible to win these prizes.

Photographs of members attending MARS Events and Club activities are often taken and published in the STAR and Annual Report, or on the MARS Facebook and web sites. Attendance at these events implies consent to the internal (MARS) use of the photos. However, if a member objects to the use of a specific photo in which they appear, they may contact the President or President-Elect and request that the photo be taken down from the site.

2. OFFICERS AND BOARD OF DIRECTORS REGULAR MEETINGS

Meetings of the Officers and the Board of Directors shall be held on a regular basis during the year as determined by each group.

3. SUPPORT OF EXTERNAL ORGANIZATION ACTIVITIES

MARS Associates or any member thereof shall not undertake any major activity for MARS Associates that is requested by Lockheed Martin Corporation, United Launch Alliance or any other organization unless such activity is recommended by the Officers and approved by the Board of Directors.

4. MARS CLUBS ORGANIZATION CLASSIFICATION

MARS Associates will recognize three (3) classifications of Clubs or “peer groups” as defined herein. (1) Clubs that are formed to pursue a special interest or activity, (2) Clubs that are formed to promote MARS Associates camaraderie in geographical areas outside of Colorado and (3) professional “peer groups” meeting periodically held for retirees within specific work disciplines.

a. General Guidelines

The MARS Associates Bylaws provide for the formation of MARS Clubs for current members of MARS Associates who have special interests. Non-MARS members may attend club functions as guests of a club member. The Club President/Chairman shall submit an annual report of its activities and financial status to the MARS President-Elect by a date established by the President-Elect. Club Officers and a listing of club events shall be submitted to the President-Elect. Changes will be submitted as required.

b. Application and Approval

- 1) Submit letter and documents to MARS President describing activities, goals, planned events, expected size, meeting dates and times, and location of meetings.
- 2) Club is to prepare rules of governance that will include bylaws, policy or rules and regulations; and the selection process for the Officer(s) including names of the initial slate. Neither MARS Associates Board of Directors, its Officers nor Club Officers accept fiduciary responsibility for unforeseen events as a result of MARS-sponsored functions, either during the function or after its conclusion.
- 3) Club submits information requested in Item 1) and 2) to the MARS Officers for review and approval.
- 4) Guidelines for review of applications received: - Classification and type of organization
 - a. Suitability to MARS organization and its charter
 - b. Durability of activity planned
 - c. Interest, i.e., wide or limited
 - d. Organizational makeup and leadership
 - e. Meeting dates and location(s)
 - f. Any other point of interest or concern

e. Finance

- 1) Subsidy: MARS Associates may subsidize the operations and Administrative cost of any club. An annual subsidy of up to \$100.00 is available for each approved club. Clubs must apply in writing for a subsidy annually with

justification for its use. This subsidy shall not be used by any club for costs associated with any specific event. An accounting of the prior year's expenditures shall also be presented at that time.

Residual money from the prior year's subsidy may be retained for future needs of the club.

From time-to-time, MARS Clubs may conduct events which require a prepayment in order to establish a reservation. MARS Associates may advance money for such prepayments upon written request by the Club and upon approval of the MARS Associates Officers. Such prepayment advance shall be limited to the required prepayment up to 50% of the event cost. Repayment of the prepayment advance shall occur upon the initial receipt of event reservations by the Club.

- 2) Checking Accounts: At the time of Club approval, it will be determined if a club checking account will be required.
- 3) Audits: MARS Clubs with checking accounts and/or subsidies shall include a club financial status with their annual report. Financial audits may be conducted during the fiscal year when deemed necessary by the Officers and/or Board of Directors.

d. Membership

- 1) It is the responsibility of the MARS members to contact whichever club(s) he or she would like to be associated with.
- 2) All club membership lists shall be reviewed annually. Rule-of-thumb is that a club member must participate in the club's activity once a year, or will be dropped from the mailing list.
- 3) Membership Vice President will forward, periodically, to each active club, those new MARS members which have indicated interest in a particular club. It is the choice of the club and the MARS members if they become active club members.

e. MARS STAR and Mailing Policy

- 1) Active Clubs
 - One column (nominal) of news with by-line
 - President and phone number listed in "Club Contact" box
 - Pictures as appropriate
 - Mailing privileges through MARS
- 2) Professional "Peer Group" Meetings
 - Each group must request to be listed in the STAR - Listing to include name of group, point of contact, phone number, meeting location, time and day of month

3) Geographical Clubs

- One column (nominal) of news with by-line
- Point of contact name, address and phone number
- Pictures as appropriate

5. CLUB CHECKING ACCOUNTS

MARS clubs, which collect and hold member's money in escrow, for a future event, shall have a bank account in the name of the club. All club monies shall be deposited and disbursed from that account. The club president or the additional signatory shall sign all checks for the account. One (1) additional club member may be on the signature card as a backup.

Checks to the club for an event shall be made payable to the name of the club. In all cases, MARS Associates money held in escrow shall not be deposited into a member's personal account.

V. COMMUNICATIONS

1. GENERAL

It is the policy of MARS Associates to maintain continuous, informative, and timely communications between the various elements of the Association and its members. The most efficient and appropriate media available will be used to carry out these communications.

The communications system will be used to provide members with information as to the activities and operations of the various elements of the Association. This could include upcoming events, finance and membership reminders, notes from the Officers and Directors, club information, and information about the passing of members or former employees.

At no time will the MARS Associates communication system be used to directly support, advertise, or promote any commercial or political organization.

Attachment G contains a summary of the MARS Online Communications Requirements.

2. EDITORIAL COMMITTEE

The President at his/her discretion may establish an Editorial Committee to evaluate the effectiveness of the various organs of communications and to make appropriate recommendations for changes in the policy or operations.

3. MARS STAR

The primary communication organ of the MARS Association is the Association's newsletter formally designated "MARS STAR". The preparation, publication, and

distribution of the MARS STAR is under the direction of the Vice President of Communications with the assistance of a Production and Editorial Staff. The content of each issue of the MARS STAR will follow the guidelines as set in this Policy. The Vice President of Communications and the Editorial Staff will determine layout, arrangement and inclusion.

4. MAILINGS

Mailings will be carried out for the purpose of conducting the business of the Association and its various elements, notice of special events, notice of elections and meetings, special offerings to members of the Association, and for general communications deemed necessary by the Officers of the Association. These mailings may be either printed letters through the US Post Office or by electronic mailing (email).

5. INTERNET WEBSITE

The Board of Directors of MARS Associates has authorized an Internet Website, and may direct the development or elimination of other types of communication. The purpose of the Website is to provide communications through the Internet. The Website will be under the direction of a Webmaster, appointed by the MARS Officers. A Website Committee is established to conduct the operation of the Website. The Website Committee will include the VP of Communications, or designee, to act as liaison between the Webmaster/Website Committee and the MARS Officers. The content and operation of the Website is described in this policy and in Attachment B.

ATTACHMENT A

OPERATING INSTRUCTIONS FOR MARS STAR

A. MARS STAR OPERATING INSTRUCTIONS

1. STAR Procedures

This addition to the MARS Policy Manual documents the guidelines to be observed by those responsible for preparation and distribution of the STAR.

1.1. Preparation and Production

1.1.1. Frequency of publication shall be as agreed by the MARS Officers and Directors. Currently the STAR is published four (4) times per year: January, April, July and October. Each calendar year shall constitute a volume and each issue numbered sequentially.

1.1.2. The STAR is the primary means of informing members of activities, club news and other matters of interest to the membership. Content shall be controlled by the Editor under the direction of Vice President of Communications.

1.1.3. A staff will prepare and produce the MARS STAR in accordance with the MARS Policy Manual.

1.1.4. The Editor will prepare the final draft and deliver to the Lockheed Martin Waterton Plant Repro with a work order specifying the number of copies to be printed; the work order must be authorized by the Employee Service Department. The Editor will arrange for delivery of the completed copies.

1.1.5. As a minimum, the following subject matter shall appear in each issue of the MARS STAR: lists of MARS Officers, Board of Directors, and STAR Staff; reports from the president, president-elect, chairman of the Board of Directors, Vice Presidents, an In Memoriam report of deceased MARS members and survivors as well as deceased non-members in a separate list, reports by designated club members, and reports on MARS events with photographs.

1.2. Distribution

- 1.2.1. Copies of the STAR shall be distributed, one copy to a member unit, by bulk mail and/or via electronic means. This does not preclude providing additional copies of the STAR to members upon request. Copies of the STAR shall also be provided to specific Lockheed Martin and ULA personnel per a list maintained by the Vice President of Membership. Additional printed copies may be provided to specified locations with Lockheed Martin and ULA for use by the employees.
- 1.2.2. The VP of Communications will coordinate the distribution of the STAR.
- 1.2.3. The default STAR distribution method is by an electronic copy in PDF format. Each member can elect to receive a printed copy by contacting the Membership VP. Except for copies of the STAR to be distributed within The Company, the printed copies will be mailed by bulk mail in accordance with U.S. Postal requirements. Follow instructions in the current Policy Manual published by the Post Office for bulk mailings.
- 1.2.4. An annual production schedule shall be prepared for the STAR showing dates for all pertinent events required to produce the newsletter. The VP of Communications is responsible to ensure there are no schedule conflicts with other MARS Events.

ATTACHMENT B

OPERATING INSTRUCTIONS FOR MARS WEBSITE

B. OPERATING INSTRUCTIONS - MARS WEBSITE

1. Website Committee

- 1.1. The committee to manage and operate the MARS Associates Website will be known as the Website Committee
- 1.2. The MARS Website will conform to the Online Communications Requirements in Attachment G of this document.
- 1.3. The Website Committee serves at the pleasure of the President of MARS Associates and includes a Webmaster and at least one MARS officer. The Webmaster serves as Chair Person. The VP of Communications, in coordination with the Webmaster, shall solicit volunteers from the MARS membership to serve as members of the committee, and to support the maintenance of the web pages as assigned by the Webmaster. The Webmaster shall be responsible for training new committee members insofar as necessary to accomplish their assignments dealing with the web pages.
- 1.4. MARS Associates organizations wishing to make inputs to the MARS Website will coordinate those inputs with the Website Committee.

2. Operational and Editorial Criteria

- 2.1. The Website Committee is established by the President of MARS Associates for the development of an Internet Website capable of promulgating the purpose and activities of the Association and its various organic functions.
- 2.2. The Website Committee shall oversee the development and operation of the Website, subject to the editorial and business direction of the Officers of the Association and the Bylaws and Policies of MARS Associates. In this capacity, it will identify specific Website Content Editors and Administrators as necessary.
- 2.3. Website contents will follow the general restrictions of other Association publications as contained in the MARS Associates policies.
- 2.4. The Website Committee is responsible for setting schedules for Website updates.
- 2.5. The Website Committee is responsible for all system maintenance and training.

- 2.6. Website Committee is responsible for developing, maintaining and reporting of an operating budget for the Website. Budget may not be exceeded without prior authorization of the Officers and Board of Directors.
- 2.7. MARS Associates will pay all invoices dealing with the development, operation, maintenance and training associated with the Website.
- 2.8. Services provided to the Website Committee by outside vendors, which involve special consideration in lieu of direct compensation, must be approved by the Officers before any commitment by the Website Committee.
- 2.9. Organizations that are organic to MARS Associates may be assigned pages within the Association's Website subject to approval of the Officers of MARS Associates.
- 2.10. The Website Committee will be responsible for the application of best practices for the editorial structure and format of the Website.
- 2.11. The Website Committee will assign "Webmaster" responsibilities. The duties of the Webmaster will be developed by the Website Committee. Included will be that of Postmaster for all e-mail received by the Website.
- 2.12. Guidelines are set by Officers of MARS Associates and defined in the Policy. Towards this end the following editorial guidelines are reiterated:
 - 2.12.1. There shall be no advertising or "paid for content" in the Website without further authorization by the Officers of the Association.
 - 2.12.2. Fixed references to individuals in the Website will be restricted to the names of the Officers and Board of Directors, staff and committee members and club officers of the Association unless otherwise directed by the Officers of the Association. Listing of club members as it pertains to teams, attendees, awards, etc. may be used as appropriate.
 - 2.12.3. Club information provided by the clubs organic to MARS Associates will be screened by the Website Committee for adherence to paragraph 1 above. Any variance or deviation may be rejected by the committee or may be presented to the Officers for review and approval.
 - 2.12.4. Editorial comment will be the exclusive responsibility of the Officers of the Association and will be commensurate with the objectives of the Association, its Bylaws and Policies.

ATTACHMENT C

OPERATING INSTRUCTIONS FOR MEMBERSHIP

C. OPERATING INSTRUCTIONS - MEMBERSHIP

1. General

The Vice President of Membership is responsible for implementation and maintenance of these procedures. Changes shall be reviewed by the Officers.

2. Records

2.1. Membership Applications

Upon receipt and acceptance of the application, the date of receipt and the assigned Member Identification Number will be entered in the appropriate blocks on the original application.

2.2. Records Custodian

Applications will be retained in accordance with Attachment E, Records Retention. Working records shall be retained by the Vice President of Membership for reference.

3. Acceptance of New Members and Members Renewing Memberships

3.1. Eligibility

Membership eligibility is defined in the MARS Bylaws, Article II, Section 1. The Member Identification (ID) Card is issued to the retiree. If both are retirees, they must select who will be the primary member for ID Card purposes.

3.1.1. Senior Membership Eligibility

Members that are age 75 or older before March 1 of each year will be designated as Senior Members. Their spouses will also be designated as Senior Members regardless of their age. Senior Members pay dues in a special amount specified by the Board of Directors, have the same privileges as regular members and will continue to receive all MARS mailings. However, they do have to pay the same fee, if any, as other members for events.

3.2. New Members

Retirees wishing to become members may do so by providing the following to the VP of Membership:

3.2.1. A completed Application for Membership providing the following information as a minimum: Full Name, Mail Address (PO Box No. is acceptable), Date of Birth (DOB), Retirement Date and Phone Number and a check for dues in the amount designated on the Application form.

3.2.2. Application for Membership Prior to Retirement

If an application for membership is received prior to the actual retirement date, the VP of Membership will notify the pending retiree that the application will be held until retirement is effective. The Membership ID Card may not be issued prior to the effective retirement date. Benefit information for members may be provided in advance, but applying for the benefits through MARS Associates cannot happen before retirement.

3.3. Members Renewal

Members (or Previous Members) renewing their Membership need not submit an application. Payment of dues is all that is required.

3.4. Membership Identification Cards

3.4.1. New Memberships

After acceptance of a new application by the VP of Membership, he/she will provide to the Member a new ID Card signed by the VP of Membership. This card will identify the member's full name and MARS Number.

3.4.2. Renewed Memberships

The membership card will be issued one time only. However, if a member has lost his/her card, it may be re-issued.

3.5. Dues Notice and Delinquent Dues

Payment of Dues is required by March 1st of each year. The VP of Membership will provide a Dues Notice letter to the VP of Communications for inclusion in the mailing of the MARS STAR to each Member in January of each year. The letter will state when payment is due as well as the dollar amount required for Colorado, out-of-state, and Senior Members. For those Members that have not paid by March 31st, a reminder letter will be sent by the VP of Membership stating that payment has not been received and that if it is not received by April 30th, their Membership will be placed on "Inactive" status. After April 30th, the records for all Members not paying their dues will be placed in an inactive status as a nonmember. Any inactive Member may rejoin at any time,

but will not receive the MARS STAR or Event notification mailings and may not participate in events as a Member until payment is received.

4. Databases (DB) To Be Maintained As A Minimum

4.1. MARS Active Membership Database

This database contains the active membership data, including name, spouse's name, address, phone number, MARS Membership Number and Status, email address, date of retirement, date of birth, dues payment information, and areas of interest. An annual Master copy of this list shall be retained in accordance with Attachment E, Records Retention.

4.2. MARS Inactive Membership Database

This database contains the membership records of previous MARS members who have dropped from active membership. Data to be included are MARS Membership Number, member name, spouse/significant other name, address, date of retirement, date of birth, and dues information. If an inactive member rejoins, the membership may be reestablished with the original membership number, and the record restored to the Active Membership Data Base. An annual Master copy of this list shall be retained in accordance with Attachment E, Records Retention.

4.3. MARS Deceased Database

This database contains the membership records of previous MARS members who are deceased. If there is a surviving spouse who then became the member, the active record is listed in his/her name, but a copy of the deceased member's record is placed in this database. Data to be included are MARS Membership Number, member name, spouse/significant other name, address, date of retirement, date of birth, and dues information. The surviving member retains membership and payment of renewal dues annually maintains the membership. An annual Master copy of this list shall be retained in accordance with Attachment E, Records Retention.

5. Mail Labels and Nametags

5.1. Mail Labels

The VP of Membership will provide all labels for the following activities:

5.1.1. MARS STAR Mailings to Members

Mail Labels are provided for the mailings of the STAR in January, April, July and October of each year. The labels are provided to the VP of Communications or designated substitute, in advance of the scheduled mailing date. The labels must be sorted and printed according to the established sort list required by the US Postal Service for the mailing to qualify for the Standard (Bulk) mailing postal fees. A report will be provided for each mailing which contains the number of Members in each Zip Code. The Data Base to be used to print the labels is the Active Membership Data Base. Mailings will also be provided to a small number of LMC personnel and qualified, designated vendors as a courtesy copy.

5.1.2. Special Mailings

Labels are provided as necessary in the conduct of Association business/activities or as requested by the Officers, Directors, or Club Presidents.

5.1.3. LMC Mailings

Occasionally, the Company requests that we provide labels for mailing invitations to Company events, information on discounts, etc. The request(s) must come from Astronautics Employee Services or Telecommunications and be approved by the MARS President. Check with the user to determine if the labels are to be sorted by Zip Code. If not otherwise requested, the labels will be provided for member and non-member retirees in Colorado.

5.2. Electronic Mailing Lists

Mailing lists for electronic communications including electronic distribution of the MARS Star and mass email communications shall be provided as requested.

5.3. Nametags

Nametags will be provided for all members and guests that have sent in reservations for each event.

6. Reports

The reports described in the following subparagraphs are the main reports/inputs provided by the VP of Membership. However other reports may be requested by Officers and/or Directors and should be accommodated.

6.1. Monthly Membership Report

This report will be made to the Officers at the monthly officer meeting and contain a summary of the membership activity for the previous month.

6.2. Membership List

A Membership List will be published after the current year's dues are received, and the Active Membership List has been updated to exclude anyone who has not renewed for the year. The list is generated by using data from the Active Membership Database. The List is considered Proprietary Information and must be marked "confidential" on each page. As a minimum, the list will contain each Membership ID number, member's full name, spouse's name, if applicable, address, phone number, email address with preferences and member status code. The list will be provided to all Officers and Directors. The list shall not be given to any other person unless authorized by the Officers.

6.3. Inputs to MARS STAR

A membership report will be provided to the STAR Editor for incorporation in each issue of the STAR. The report will include the current number of Members, including Senior Members, and the names of new Members that have joined since the last STAR issue, their spouse's names and city and state of residence.

6.4. Club Rosters

Rosters of Colorado Members that have indicated interest in clubs or activities will be provided to the respective MARS Club President or activity coordinator. Each roster will contain only the Member's and spouse's name, address, email address and phone number. The rosters will be provided once each year.

6.5. Label Count for STAR Mailings

This report for each STAR mailing contains each member's name and address in the same order as the Zip Code groupings specified by the VP of Communications for the labels, and is subtotaled by Zip Code.

6.6. Inputs to Annual Report

These inputs are to be provided to the President in the first quarter of each year.

Membership counts will include current year and previous year counts for comparison.

- 6.6.1. Total Membership
- 6.6.2. Total Senior Membership
- 6.6.3. Number of Members who went inactive the past year
- 6.6.4. Geographical Distribution of Active Members
- 6.6.5. Number of Members in the Active Data Base that have indicated interest in Clubs or other special interests.
- 6.6.6. Conclusions, if any.

ATTACHMENT D

OPERATING INSTRUCTIONS FOR SUCCESSION PLANNING

D. OPERATING INSTRUCTIONS – SUCCESSION PLANNING

1. General

The Board of Directors (BOD) has the responsibility to perform timely succession planning in order to ensure an available stream of volunteers to fill upcoming vacancies in the positions of Officers and Board of Directors. These tasks include identifying, interviewing and nominating potential candidates, maintaining a database of potential candidates, and maintaining a listing of the duties and time required for each Officer and BOD position.

2. Establishing Candidates

The succession planning function of the BOD will be led by the Chairman of the BOD and supported by members of the BOD and the Officers. The BOD shall identify at the start of each business year the Officer and BOD positions that will become open during that business year and for the following business year. The BOD shall then set-up succession planning meetings to identify potential candidates. In order to do this, the BOD shall review the latest list of MARS members, filtered appropriately to identify candidates that might have potential interest in volunteering to fill open positions. Those candidates identified will be contacted to ascertain if they are interested in one of the open positions. Candidates that are interested will be invited to attend MARS Officers and BOD meetings in order for them to have a better understanding of the duties involved and for the Officers and BOD to meet and evaluate the candidates. When a candidate has determined that they are interested in filling an open position, the combined group of the Directors and Officers will confirm the election of the volunteer by a simple majority vote.

3. Candidate Database

The Chairman of the BOD shall maintain a database of all candidates identified by the succession planning committee. This database shall provide the name and status of the candidates identified, the results of interviews and discussions with the candidates, and those candidates that have volunteered to fulfill an open position. The database shall also identify candidates that are still interested in volunteering for future years, and those candidates that have been identified, but are not interested in volunteering for positions.

4. Duties and Time Required

The Chairman of the BOD shall maintain a brief write-up of the duties required for each Officer and BOD position, and an estimate of the time required for the volunteer to fulfill those duties. The intent of this is to provide interviewees for potential positions an indication of what the efforts are and how much time that may require of them throughout the year.

ATTACHMENT E

MARS ASSOCIATES POLICY FOR RECORDS RETENTION AND DESTRUCTION

E. POLICY - RECORDS RETENTION AND DESTRUCTION

1. Policy and Purposes

This document establishes the policy of MARS Associates (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) retention of documents deemed important for the historical record of the organization; (c) appropriate destruction of documents which no longer need to be retained; and (d) guidance for the Board of Directors, officers and volunteers in other capacities with respect to their responsibilities in the organization concerning document retention and destruction. The organization reserves the right to revise this Policy at any time.

2. Administration

In accordance with the bylaws, the Board of Directors has primary responsibility for the development of this policy and how the policy will be managed. The Board of Directors will ensure that all incoming directors, officers and volunteers will be aware of the Document Retention Policy and their responsibilities.

2.1. Responsibilities of the Administrator The organization’s Secretary shall be responsible for the administration of this Policy.

2.1.1. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents according to this Policy and the Document Retention Schedule.

2.1.2. The Administrator shall be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation.

2.1.3. While the Administrator may also appoint one or more assistants to aid in carrying out these responsibilities, the Administrator retains ultimate responsibility for it and reports to the Board of Directors.

2.1.4. When the administrator determines that the Document Retention Schedule must be modified to comply with law and/or to include additional or revised document categories to reflect organizational policies and procedures, the changes proposed must be presented to the Board of Directors who will insure the changes meet the organization’s needs in accordance with current law.

2.2. Definitions

2.2.1. Administrator: The Secretary of the MARS Associates, reporting to the Board

2.2.2. Master: The official record of any document to be retained, for example the final, approved minutes of each month with attachments accumulated for

the year. Master documents shall be identified as such and labeled as described herein.

- 2.2.3. Working copy: a copy of the minutes for each retained by the current officers and BOD used for reference while managing the organization.

2.3. Responsibilities of Others in the Organization

All officers will manage their documents in order to provide Master records to the Administrator annually when requested for appropriate storage and/or destruction. Working copies to maintain continuity from one year to the next may be held and forwarded to incoming officers or volunteers, so long as the required Master records are retained.

2.4. Media Format

- 2.4.1. The Board of Directors shall be the determining authority whether records are to be retained as hard copy or by electronic media.
- 2.4.2. If information is stored as electronic media, it must be verified as intact and easily retrievable before storage, and the media must be labeled for ease of access with description of type and time (e.g., Minutes of Board of Directors and Officers Meetings, 1 March 2018 to 28 February 2018; or, Membership Applications, Membership year 2017-2018). Electronic media may be “locked” so that data cannot be changed after the fact.
- 2.4.3. Each segment of files should be marked for the appropriate retention period before storage for ease in handling by future Administrators.
- 2.4.4. Privacy. The Administrator will ensure that the established privacy policy regarding membership information of MARS Associates members will be followed.
- 2.4.5. Emergency Planning. The Board of Directors with the Administrator shall determine the best method of ensuring that back-up copies of documents necessary for the continued function of MARS Associates are maintained.

2.5. Litigation Documents

If the Organization determines that certain records may be relevant to potential litigation (e.g., injury at an event or fiduciary breach/financial loss), all documents which may provide information relevant to the event to include minutes of meetings, vendor statements, emails, telephone records, correspondence (including envelopes), etc., must be retained by the Administrator until such time as it is determined the records are no longer needed. These may be duplicate files annotated with the relevant control information (e.g., “Copy of original claim filed with correspondence dated _____, Subject: _____”) with originals stored according to established policy.

2.6. Method of Destruction:

Paper documents containing personal information about members (i.e., membership applications, credit card data) should be shredded. All other files to

be eliminated may be recycled. Hard digital media should be destroyed before disposal.

3. Retention Schedule

The following table summarizes the documents to be retained by the MARS organization. It shows the responsible officer, the document description, the length of time it is to be retained, and the location where the document is retained.

Responsible Officer	Documents	Where Archived	Retained for
President-Elect	Annual Reports - Current Year on Web Site - Old Versions on Server	MARS Server	Permanent
VP-Business	Articles of Incorporation and Amendments	MARS Server	Permanent
VP-Business	Annual Renewal of Non-Profit Status via State Registration	Colorado State Database	Permanent
VP-Business	Current and Expired Insurance Policies.	MARS Server	Permanent
VP-Business	IRS Exemption Application (MARS 8/12/92 Letter to IRS)	MARS Server	Permanent
VP-Business	IRS Determination letter, IRS 8/20/92 Letter to MARS	MARS Server	Permanent
VP-Business	IRS Form 990 (Income Tax Report for Non-profits)	IRS Database	Permanent
VP-Business	State Exemption Application	MARS Server	Permanent
VP-Business	State Exemption Determination Letter	MARS Server	Permanent
VP-Business	List of all Officers and Directors, Including telephones and emails. - Current on Web Site, Past on Server	MARS Server	Permanent
Treasurer	Financial Statements (Year End) with Audit (MARS and Club) Reports	MARS Server	Permanent
Treasurer	Canceled Checks (digital)	Bank	Permanent
Treasurer	Bank statements	Bank	5 Years
VP-Membership	Annual Master Membership List of Current, Deceased and Dropped-for-Cause members.	Sec Digital Media	Permanent

VP-Membership	Membership applications.	Sec Digital Media-Soft Copies, Home Storage-Hard Copies	3 Years
Secretary	Minutes and attachments of all meetings of the Board of Directors, Officers and Annual Meetings.	MARS Server	Permanent
Secretary	Record of all actions taken by the Officers or Board of Directors without a meeting, including documentation of email votes	MARS Server	Permanent
Secretary	Record of all waivers of notices of Annual Meeting or meetings of Officers and of the Board of Directors.	MARS Server	Permanent
VP-Activities	Event Participation Rosters (Attendees, No Shows)	VP-Activities Files	3 Years
VP-Activities	Expired event contracts and leases, Vendor Invoices, Paid Bills and Vouchers	VP-Activities Files	3 Years
Author	One copy of each mailing to the membership	MARS Server (Under VP Comms)	Permanent
Board of Directors Chair	Bylaws and Policy Manual - Current on Web Site, Previous on Server.	MARS Server	Permanent

ATTACHMENT F

**OPERATING INSTRUCTIONS
FOR
E-MAIL VOTING BY OFFICERS AND DIRECTORS**

F. OPERATING INSTRUCTIONS - E-MAIL VOTING BY OFFICERS AND DIRECTORS

1. E-Mailing Voting Procedures

- 1.1. The Officers/Directors shall have the right to take any action except the adopting of a rule or regulation, in the absence of a meeting, which they could otherwise have taken at a meeting, by:
- 1.2. Providing written or email notice to each Officer/Director of a proposed action to be taken. Such notice shall include the date and time by which the Officer/Director must respond to the proposed action and shall state that the failure to respond by the time stated in the motion will have the same effect as abstaining in writing or email to the proposed action and failing to demand in writing or email that action not be taken without a meeting. Upon receiving written or email notice of a proposed action, each Officer/Director, by the date and time provided for in such notice, may
 - 1.2.1. vote in writing or email for such action;
 - 1.2.2. vote in writing or email against such action;
 - 1.2.3. abstain in writing or email from voting;
 - 1.2.4. fail to respond or vote; or
 - 1.2.5. demand in writing or email that action not be taken without a meeting.
- 1.3. In the event a sufficient number of affirmative votes for the proposed action, pursuant to these Bylaws, are cast in writing or email and not revoked by the time stated in the notice for such proposed action, the Board may take such action unless one or more Officers/Directors demands that the action not be taken without a meeting. In the event action is taken pursuant to this provision, the action shall be noted in the next meeting of the Board;
- 1.4. Any Officer/Director who in writing or email has voted, abstained, or demanded action not be taken without a meeting pursuant to this Section may revoke such vote, abstention, or demand in writing or email; provided such revocation is received by the Association by the time and date stated in the notice for such proposed action. An Officer's/Director's right to demand that action not be taken without a meeting shall be deemed to have been waived unless the Association receives such demand from the Officer/Director in writing or email by the time stated in the notice for such proposed action and such demand has not been revoked.
- 1.5. Any action taken under subsection b above shall have the same effect as though taken at a meeting of the Officer/Directors and shall be effective at the end of the time stated in the notice for such proposed action.
- 1.6. Signatures that may be required as part of an approval process undertaken in this manner, shall be considered to be given as part of the electronic approval message and indicated in the subsequent approved action or document via the use of the signature demonstration symbol (/s/).

2. Example of email vote implementation

You are being asked to vote on the following motion via e-mail:

I make the motion: [FILL IN THE BLANK for the specific motion]

Please respond by replying to all with your vote on this motion no later than _____
am/pm, on ___Insert date – normally 3 days_____.

You may vote in favor of or against the proposed motion, or abstain from voting, just as if a meeting were being held. If you fail to respond by the deadline above, that will have the same effect as abstaining and as failing to demand that this vote not be taken via e-mail. In other words, if you fail to respond by the time stated, it will be as if you have abstained from voting and have waived the right to demand that the vote be held at a Board meeting.

If at least a majority of all Board members vote in favor of the motion by the deadline, it will pass, as long as no Board member demands that the vote be taken at a meeting. If no Board members demand that a meeting be held and at least a majority of all Board members vote in favor of the motion by the deadline, the action will be noted in the minutes of the next Board meeting and ratified at that time.

Thanks in advance for your help,

By _____

ATTACHMENT G

MARS ASSOCIATES ONLINE COMMUNICATIONS REQUIREMENTS

G. MARS ONLINE COMMUNICATIONS REQUIREMENTS

The purpose of this attachment is to enumerate the requirements for MARS Associates internet and e-mail based communications capabilities. These capabilities shall be hosted on commercially available hardware and software products and services and maintained by designated MARS volunteers.

1. Internet Based Capabilities

- 1.1. MARS shall provide a website accessible by all MARS members.
- 1.2. The MARS website domain name shall be marsretirees.org.
- 1.3. The MARS website shall provide basic security via private domain name registration and an SSL Certificate.
- 1.4. The MARS website shall be maintainable by designated administrators and editors via commercially available products.
- 1.5. A MARS Webmaster shall be designated by the VP of Communications.
- 1.6. The Webmaster shall assign and maintain the list of website administrators and editors.
- 1.7. The Webmaster shall be responsible for the policy and procedures related to website layout, contents, and maintenance.
- 1.8. The MARS website shall have backup and restore capabilities.
- 1.9. The MARS website shall link to online registration and payment capabilities for events and membership dues.

2. E-Mail Capabilities

- 2.1. MARS shall provide an e-mail capability for communicating with the membership.
- 2.2. A MARS E-Mail Administrator shall be designated by the VP of Communications.
- 2.3. The E-Mail Administrator shall create and manage authorized e-mail accounts.
- 2.4. E-mail accounts shall be established for MARS official positions using the office title rather than the individual personal name, e.g. MARS-President@marsretirees.org.
- 2.5. Mail distribution lists shall support mass-mail capabilities to the entire membership as well as subsets of members (e.g. clubs).

3. Social Media

- 3.1. MARS shall maintain a private Facebook page with access limited to group members who must be current MARS members, or as approved by the Facebook administrator.
- 3.2. A MARS Facebook page administrator(s) shall be designated by the VP of Communications to maintain the current approved group members, handle new group member requests, and moderate the page activity.
- 3.3. The MARS Facebook page shall be updatable by all approved MARS group members.

4. Digital Archive

- 4.1. An online capability shall be provided to store MARS digital files.

- 4.2. An Archive Administrator(s) shall be appointed by the VP of Communications
- 4.3. Read and write access shall be limited to those designated by the Archive Administrator.
- 4.4. Separate Functional Archive areas shall be supported for designated officials of MARS.
- 4.5. The digital archive shall have backup and restore capabilities.