

# **METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION**

## **POLICY AND PROCEDURES**

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## **MSLACA CODE OF ETHICS**

### **PLEDGE**

AS A MEMBER OF THE METROPOLITAN ST. LOUIS ASSOCIATION FOR COURT ADMINISTRATION, I SOLEMNLY PLEDGE:

As a representative of the criminal justice system, I will;

Conduct myself in a manner to reflect the dignity and humanity of my profession,

Maintain the confidential nature of my position,

Respect my position of trust and will maintain unquestionable honesty and integrity,

Endeavor, by constant pursuit of educational programs, to increase the knowledge that is necessary to enhance my profession.

Serve the public equitably and fairly regardless of sex, race or creed, and uphold the Constitution of the United States; the Missouri Constitution, the laws of the State of Missouri; and the ordinances of the government agency.

### **INSTALLATION CEREMONY**

#### **POLICY**

The installation Ceremony should be conducted by a member of the Missouri Municipal and Associate Judges' Association (MMACJA) or a licensed attorney in good standing with the Missouri Bar if no MMACJA member is available.

The following oath of office shall be administered to all Officers of the Board.

*I solemnly promise that I will, to the best of my ability, fairly and impartially perform all the duties of the office to which I have been elected or appointed.*

*I will conform to the Bylaws and Policies and Procedures of the Metropolitan St. Louis Association for Court Administration and uphold the integrity of this association and that of the judiciary.*

## **PRESENTATION OF SERVICE AWARDS**

Awards may be presented to members of the association in good standing by the Executive Board for acts of service to the community or association. Awards are created and promulgated by and through the Nominations Committee.

### **PRESIDENT'S GIFT**

Upon completion of his or her two (2) year term, a presentation shall be made to the outgoing President.

### **PROCEDURES**

1. The Presidential Gift for the outgoing President, not to exceed seventy-five dollars (\$75.00), will be purchased with funds from the Association by the Immediate Past President, and presented at the Banquet by the same.
2. This procedure shall include those that complete a term of office following the resignation of a sitting President.

### **OUTGOING EXECUTIVE BOARD PLAQUES**

Upon completion of his or her two (2) year term, each Executive Board member shall be awarded a plaque.

### **PROCEDURES**

1. Executive Board plaques shall not to exceed fifty dollars (\$50.00) and will be purchased with funds from the Association by the Nominations Committee and presented at the Banquet by the outgoing President.
2. This procedure shall include those that complete a term of office as assigned by the Association's President when another Board member has resigned.

### **EMERGENCY FUND**

#### ***POLICY – Emergency Fund***

The Executive Board may distribute money from this fund to an active member of the Association who may have a severe and/or special need for the funds.

#### ***PROCEDURE – Emergency Fund***

1. This fund will be started at the first meeting after passing this policy and procedure by using the proceeds from the 50/50 drawing.
2. This fund shall be capped at one thousand dollars (\$1,000). Any funds that exceed that amount shall be deposited into the association's bank account as general funds.
3. There shall be a line item in the Association's yearly budget.
4. A written request from a member in good standing of the Association (not necessarily the member in need), must be submitted to the Executive Board. The Executive Board will review the request within thirty (30) days of the request. The President shall notify

the requestor of the decision of the Executive Board within seven (7) days of the decision.

5. The amount distributed may not exceed fifty percent (50%) of the funds currently available in the fund.
6. Upon approval by a majority of the Executive Board, money from this fund may be donated to the member in need in an amount exceeding the allotted amount established by the board on a case-by-case basis.
7. Monies from other funding sources may also be added to this fund upon approval by the Executive Board.

## **EXECUTIVE BOARD**

### ***POLICY – Executive Board***

The Executive Board shall be responsible for understanding and adhering to the Association's Bylaws, Policies, and Procedures pursuant to Article IV of the Bylaws.

### ***PROCEDURE – Executive Board***

1. Beginning with each term of office, Executive Board members are required to attend all membership meetings, board meetings and the banquet/seminar.
  - If a board member misses five (5) meetings within their term of office, including the membership meetings, board meetings and the banquet/seminar, their position on the board will be terminated and replaced with another member from the Association.
  - A letter will be sent to the board member from the President of the Association advising them of their termination from the board.
2. Board/Business meetings are defined as: four (4) board meetings per year that are called by the President. The term of office for an Executive Board member shall be Banquet to Banquet.
3. Within thirty (30) days after the installation of the new Executive Board, all books and papers shall be transferred to the new Board.
4. A group photo will be taken of the new Executive Board and submitted to the Historian for the historical records of the Association. MSLACA shall pay for the cost of this photo.
5. Executive Board Members will plan all social and educational activities for the association and notify the membership either in writing or verbally in accordance to Article V of the association's bylaws.

## **PRESIDENT**

### **POLICY – *President***

The President shall have active executive management of the operations of the Association, subject, however, to the limitations set forth in the association's bylaws. The President shall not perform an action not expressly allowed by the association's Bylaws or these Policies and Procedures.

### **PROCEDURE – *President***

1. Shall conduct all meetings in accordance with Robert's Rules of Order unless directed otherwise by the association's bylaws or herein.
2. Shall choose the date and location of each Executive Board meeting and notify each board member at least thirty (30) days in advance.
3. May, at the conclusion of the Banquet, hold an Executive Board Meeting to orient newly elected officers.
4. Shall prepare an agenda for distribution to all Executive Board members for each meeting.
5. Shall keep the Vice President and Immediate Past-President fully informed of any business occurring between the meetings of the Executive Board.
6. Shall prepare a history of each year of his/her term of office as President and report such in the first business meeting of the membership of the following year pursuant to Article IV. The report shall be made part of the association's minutes for that meeting.
7. The President may sign and enter the Association into a contractual agreement only after the Executive Board has reviewed and approved the terms of the contract. In the absence of the President, the Vice President may sign the contract contingent upon the Executive Board's approval.
8. Shall appoint committee chairpersons as set forth in Article IV of the Bylaws.
9. The President shall be ex-officio, a member of all committees, except the nominating committee.

## **VICE PRESIDENT**

### **POLICY – *Vice President***

Shall keep himself/herself apprised of all association business and assist the President in the duties of that office. They shall possess a strong knowledge and understanding of general meeting procedures, Robert's Rules of Order, the MSLACA Bylaws, and the Policy and Procedures Manual.

## **PROCEDURE – Vice President**

1. Shall assume the duty of the President should a vacancy exist, in the order of succession.
2. Shall work with the President on all association matters.
3. Shall work with the host government agency with the planning of the regular membership meetings. In cases where the venue is a non-government agency, the Vice President will be in charge of making sure of the reservation and preparing the menu for the membership meeting.
4. Shall serve as the Education Director throughout the duration of their term of office.

## **IMMEDIATE PAST- PRESIDENT**

### **POLICY – Immediate Past-President**

1. Shall assist the officers of the association as requested.
2. Shall make a presentation to the outgoing President at the Banquet. If the Past-President is unable to attend the Banquet, he/she shall designate someone from the membership to do the presentation

## **SECRETARY**

### **POLICY – Secretary**

The Secretary, the Recording Officer for the association, works closely with the President and is the vital link for disseminating information.

### **PROCEDURE – Secretary**

1. Shall be responsible for all association correspondence including official association correspondence as directed by the President.
2. Shall maintain an inventory of the association's printed letterhead.
3. Shall take and prepare minutes for all meetings held by the membership and Executive Board.
  - Minutes are to include the Secretary's signature. If distributed electronically, the signature shall read "Prepared By: /ss (Name). If the Secretary is unavailable or unable to take minutes, whomever is filling in shall be bound by these same procedures.
4. Shall follow the outline below when preparing minutes for the membership meetings.
  - Call to Order
  - Welcome
  - Roll Call

- Determination of Quorum
- Speaker
- Corrections made the (month/year) minutes
- Minutes
- Treasurer's Report
- Old Business
- New Business
- Committee Reports
- Cheer
- Banquet/Spring Seminar
- Legislative Updates
- Scholarship
- Bylaws/Policy & Procedures
- Nominations
- Membership
- Historian
- Education
- Vice President's Report
- Region 1 Director's Report
- 50/50
- Adjournment

5. Shall follow the outline below when preparing minutes for the board meetings.

- Call to order
- Roll call
- Determination of Quorum
- Corrections made to (month/year) minutes
- Minutes
- Treasurer's Report
- Old Business
- New Business
- Committee Reports
- Community Outreach
- Banquet/Spring Seminar
- Legislative Updates
- Scholarship
- Bylaws/Policy & Procedures
- Nominations
- Membership
- Historian
- Education
- Vice President's Report
- Adjournment

6. The Secretary shall send minutes of the previous month's meeting and any unapproved Treasurer's reports (if made available to the Secretary by the Treasurer before the

mailing deadline) along with a meeting notice for the next meeting to all members of the Association, at least fifteen (15) days prior to the next scheduled membership meeting pursuant to Article V of the association's bylaws.

7. Shall provide a copy of corrected minutes to all applicable members at the next board or membership meeting. Corrected minutes may be distributed electronically as set forth herein.
8. Shall maintain a permanent record book containing:
  - Minutes
  - Copies of all notices of meetings
  - Bylaws
  - Policy and Procedures Manual
  - Legal documents of the association
9. Association correspondence may be purged after two years.

## **TREASURER**

### **POLICY – *Treasurer***

The Treasurer is the Financial Officer and shall maintain accurate records of all receipts and disbursements and prepare an annual budget.

### **PROCEDURE – *Treasurer***

1. Shall keep a record of deposits and expenditures.
2. All money shall be deposited no more than five (5) days after a meeting.
3. Bank account should be reconciled monthly, and a Treasurer's Report and a copy of the bank statement given to the President no later than fifteen (15) days prior to the monthly meeting and approved at the monthly meeting pursuant to Article V of the association's bylaws.
4. Shall provide a Treasurer's report at all membership and Executive Board meetings.
5. Shall receipt annual dues and keep a record of all paid memberships to include the member's name, court address and the date that the dues were paid. Shall forward all original membership forms to the membership chairperson within five (5) days of receipt.
6. The Treasurer has the authority to pay bills with the approval of the Executive Board. Signatures of two (2) Executive Board members are required on all checks and debit transaction receipts.
7. Tax ID# 43-1309373
8. The Treasurer's records can be reviewed by the Executive Board any time upon the Board's request.

9. Changes on all association accounts should be done within thirty (30) days following the installation of New Officers. Checking account authorized signatures are as follows: President, Vice President, and Treasurer.
10. Destruction of the Treasurer's records can be considered by the Executive Board after those records are five (5) years old. Procedures for destruction are as follows:
  - a. The Treasurer is to submit a written request to the Board listing all items to be destroyed, the method of destruction, and date of destruction.
11. A financial review shall be performed by a licensed CPA or accounting firm annually as approved by the board and findings submitted to Missouri Association for Court Administration (MACA) pursuant to MACA's Policy & Procedures Manual.
12. Shall provide a final income and expense report, to be submitted to the membership at the first meeting in January.

## **ASSOCIATE MEMBER REPRESENTATIVE**

### **POLICY**

The Associate Member Representative is to be the active voice for all Associate Members of the association.

1. A report shall be provided to the board and the membership at all meetings regarding the interests and responsibilities of the Associate Membership.
2. Assist the Education Committee with the scheduling of educational opportunities.
3. Assist the Vice President with scheduling Associate Member education topics and speakers for membership meetings.

## **HISTORIAN**

### **POLICY – *Historian***

The Historian shall be responsible for the safekeeping of all association memorabilia and maintaining the association's website.

### **PROCEDURE – *Historian***

1. Shall safely store the Association's historical memorabilia, such as photos, photo albums, and records.
2. Shall transfer all association memorabilia, website logon and passwords, and domain contact information to the incoming Historian within thirty (30) days of taking office.
3. Shall be responsible for obtaining photographs of newly elected Officers.

4. Shall be responsible for taking pictures of Association activities.
5. The Website shall include, but not limited to:
  - Bylaws – All Versions
  - Policy and Procedures – All versions
  - Forms
  - Executive Board Members – Pictures, Names, City/County, Phone Numbers, Email Addresses
  - Event and Meeting Calendar – Upcoming meetings and events
  - Association Forms – Membership Application and Scholarship Application
  - Job Openings – As submitted
  - Links – To related sites
  - Agenda and Minutes of all meetings, membership and board
  - Association photos – Executive Board and recent events
  - Educational Opportunities – in person, articles, and other training events

## **DIRECTORS**

### **POLICY – *Directors***

### **PROCEDURE – *Directors***

1. Shall serve as a chairperson on at least one of the association's standing committees as appointed by the sitting President.
2. Shall attend the meetings of the MSLACA Executive Board and attend the regular membership meetings pursuant to the Executive Board section of these policies and procedures and the association's bylaws.
3. The Directors shall be available to help with the Banquet and/or Spring Seminar.
4. The Directors shall perform any additional duties, within the scope of office, as assigned by the President.

## **BANQUET/SPRING SEMINAR COMMITTEE**

### **POLICY – *Banquet/Spring Seminar Committee***

It shall be the responsibility of this committee to organize the Banquet/Spring Seminar. The chairperson of this committee will act as liaison for the association.

### **PROCEDURE – *Banquet/Spring Seminar Committee***

1. The Banquet shall be held in February of odd numbered years.
2. The Spring Seminar shall be held in the Spring of even numbered years.
3. The site selections and contractual agreements shall be reviewed and voted on by the Executive Board at least ninety (90) days prior to the event date.

4. Educational content shall be promulgated in partnership with the Education Director at the Spring Seminar.

## **SCHOLARSHIP COMMITTEE**

### **POLICY – *Scholarship Committee***

The chairperson of this committee shall be responsible for securing all applications for the “Pat Siekerman Memorial Scholarship”. The recipient shall have the registration fee paid for attendance at the MACA Education Conference. The scholarship was officially named “The Pat Siekerman Memorial Scholarship” at the 2005 MSLACA Annual Banquet.

### **PROCEDURE – *Scholarship Committee***

1. The Committee shall provide applications (including a due date) to all members at least ninety (90) days before the due date.
2. Applications may be submitted via mail, email, hand delivery, or fax (if available).
3. The Committee will consider applications from the membership for financial assistance in order to attend the MACA Annual Conference based solely on the information provided within the submitted application.
4. Scholarship Applicant Requirements:
  - a. Applicant must be a MACA member in good standing.
  - b. Applicant must be an Active or Associate Member of MSLACA in good standing.
  - c. Applicant must have previously earned or working toward a professional certification offered through MACA.
  - d. Applicant must have submitted the application timely.
    - Prior to **the January 1 deadline** to apply for the scholarship for the MACA Spring Conference.
    - If no scholarship is awarded for the MACA Spring Conference, the application deadline for the scholarship(s) for the MACA Fall Conference **is August 1.**
  - e. Applicant must fully complete the application
5. The committee shall submit one (1) recipient and an alternative recipient to the Executive Board for final approval of all scholarship recipients at least ninety (90) days prior to the start of the conference. The board’s decision will be communicated to the Committee’s Director within seven (7) days of submission.

6. The scholarship presentation at a membership meeting immediately following the decision of the committee.
7. If a member receiving a scholarship is unable to attend the MACA Conference, the alternate recipient submitted to the board will be awarded the scholarship. If neither recipient is able to attend, the scholarship shall be moved to the next available MACA conference.
8. No member shall be awarded a scholarship for the MACA Conference in consecutive years.
9. Payment for registration shall be submitted to MACA following the timely submission of a completed registration form to the MSLACA Treasurer.
10. A line item shall be created and maintained for scholarship funds.

## **BYLAWS / POLICY AND PROCEDURES COMMITTEE**

### **POLICY – *Bylaws / Policy and Procedures Committee***

Shall be responsible for the upkeep of the association's Bylaws and Policy and Procedures Manual.

### **PROCEDURE – *Bylaws***

1. The Chairperson shall prepare all proposed amendments and shall present them to the Executive Board. After the proposed amendments have been presented to the Executive Board, the proposed amendments are presented to the Membership for a vote pursuant to Article VIII of the association's bylaws.
2. The month and year the Association members approve the amendments shall be listed on the front cover of the Bylaws under "AMENDMENTS".
3. "REVIEWED" dates shall be listed within both documents.
4. A current copy of the bylaws shall be made available to a MSLACA member within thirty (30) days of a written request.
5. A current version shall be on the association's website.
6. Shall be reviewed for possible amendments at least every three (3) years.
7. All changes shall be sent electronically to all members within thirty (30) days of the effective date pursuant to Article IX of the association's bylaws.

### **PROCEDURE – *Policy and Procedures***

1. The Policy and Procedures Chairperson shall review all bylaw amendments that may require changes to the Policy and Procedures Manual. These revisions shall be presented to the Executive Board for approval within sixty (60) days of receipt.

2. All other recommended changes throughout the year should be drafted by the Policy and Procedures Chairperson for presentation to the Executive Board for final approval.
3. The month and the year that the Executive Board approves the revisions shall be listed on the front cover of the Policy and Procedures Manual as a "REVISION DATE".
4. "REVIEWED" dates shall be listed within both documents.
5. A current copy of Policy and Procedures Manual shall be made available to a MSLACA member within thirty (30) days of a written request.
6. A current version shall be on the association's website.
7. Shall be reviewed for possible amendments at least every three (3) years.
8. All changes shall be sent electronically to all members within thirty (30) days of the effective date.

## **MEMBERSHIP COMMITTEE**

### **POLICY – *Membership Committee***

It shall be the responsibility of this committee to pursue increasing the membership and ensuring that members remain in good standing. This committee is to keep current membership roster and forms in an electronic format as designated by the Executive Board used by the committee to be passed to the next Membership Chairperson.

### **PROCEDURE – *Membership Committee***

1. The Treasurer shall collect all membership dues. Membership forms shall be submitted to the Membership Chairperson, upon receipt of the membership forms, the Membership Chairperson shall send a confirmation letter to all paid members within ten (10) calendar days of receipt.
2. A copy of the membership roster shall be presented to the Nominations Chairperson for the verification of the Slate of Nominees by November 1<sup>st</sup> in the even numbered years and shall reflect the current membership as of October 31<sup>st</sup>.
3. Active membership dues are non-transferable and remain with the Government Agency. The exception to this procedure is if a payment was made by the individual member and not the government agency. Proof of individual membership payment must be provided to transfer membership to another governmental agency with the member.
4. A member who is classified as "retired" (as outlined in the Bylaws), will pay membership dues as determined by the Executive Board.
5. This committee will be responsible for the membership roster. If a member is not paid by February 15<sup>th</sup> of the current year, they shall be removed from the membership listing until membership dues are paid in full.

6. This committee will be responsible for verifying that members are in good standing for the purposes of voting and serving on committees and boards.
7. The chair of the Membership Committee shall reach out to new members to welcome them to the organization within ten (10) days of notice of paid membership dues.

## **NOMINATIONS COMMITTEE**

### **POLICY – *Nominations Committee***

The Nominations Committee shall perform the necessary procedures for the election process pursuant to Article IV of the association's bylaws.

### **PROCEDURE – *Nominations Committee***

1. The Nominations Committee shall consist of a Board member and at least one (1) person from the membership in good standing. The Director of the Nominations Committee shall appoint these members but are subject to confirmation of the Executive Board.
2. This Committee should encourage and promote members to run for Executive Board positions.
3. Prior to presenting the selection of nominees, the Chairperson shall ensure that the nominees are in good standing with the association.
4. Additional nominations may be made from the floor on the day of the election.
5. The Nominations Committee shall count ballots in private and give a written statement of the elected persons to the President during the election meeting. If required, the Past-President may be called in to assist in the counting of the ballots.
6. All ballots must be kept by the Nominations Committee until the entire election has been finalized and a written report has been submitted to the Secretary.
7. The Chairperson shall read the Slate of Nominated Officers at the membership meeting prior to the election.
8. Voting shall take place in accordance with Article V of the association's bylaws.
9. In the event of a contested result, all votes shall be counted again. If there is an allegation of improper procedure being followed by the Nominations Committee, the allegation shall be reviewed by the Executive Board. If it is determined that procedure was followed, the original result stands. The current Executive Board shall continue to serve until a determination is made.
10. In the event of a tie, the ballots shall be recounted. If upon recount, the tie stands, the membership shall vote again. The current Executive Board shall continue to serve until a determination is made.

## **COMMUNITY OUTREACH COMMITTEE**

### **POLICY – *Community Outreach Committee***

It shall be the responsibility of the Community Outreach Committee to promulgate community and membership outreach.

### **PROCEDURE – *Community Outreach Committee***

1. Plan activities and programs based in community and association needs.
2. Chairperson may create a committee of volunteers to assist in planning events.
3. Chairperson may request funding from the Executive Board for events and programs as needed. Receipts must be provided following the event or program.
4. Oversight of association swag purchases and distribution.
  - Treasurer to collect funds for swag. A line item shall be created and maintained in the MSLACA annual budget for such items.

## **LEGISLATIVE COMMITTEE**

### **POLICY – *Legislative Committee***

This Committee shall be responsible for keeping the association informed of proposed, pending and passed legislation and Supreme Court Rule changes, affecting the Municipal Divisions.

### **PROCEDURE – *Legislative Committee***

1. Shall work to support or oppose proposed or pending legislation as the membership may require, coordinating with the legislative chairperson of MACA.
2. Shall stay current with all pertinent bills in the legislature and report to the membership at the monthly membership meetings and to the Executive Board during board meetings.
3. Shall send notice out to the membership in coordination with the President and Secretary regarding changes to applicable Supreme Court Rule.
4. Shall obtain copies of proposed or pending bills that are a direct concern to the operation of the courts and distribute to the membership at the monthly membership meetings and to the Executive Board during board meetings.
5. Shall notify the membership of all legislation passed with the effective date of said legislation, and obtain copies of the final bills that are passed for distribution to the membership at the monthly membership meetings and to the Executive Board during board meetings.
6. Shall organize a meeting with the Vice President to present procedural changes to the membership prior to the effective date(s) of such legislation and rule changes.

## **EXECUTIVE BOARD MEETINGS**

### **POLICY – *Executive Board Meetings***

### **PROCEDURE – *Executive Board Meetings***

1. The President shall prepare the Executive Board Meeting calendar pursuant to Article V of the association's bylaws.
2. Executive Board meetings are to be scheduled throughout the year in accordance with Article V of the association's bylaws.
3. Any expense incurred by Executive Board members over one hundred and fifty dollars (\$150.00) must have prior approval by the Executive Board for reimbursement. The President may grant special exceptions on an individual basis. All expenses incurred must have a receipt and must be turned into the treasurer for reimbursement. The request by in writing, signed by the President upon approval, and must be included in the minutes of the next available meeting, board or membership. If the request is denied, the request shall still be recorded in the minutes as well as the outcome of the request.
4. Meals for the board meetings shall be paid with MSLACA funds, not to exceed twenty dollars (\$20.00) per board member in attendance.

## **MEMBERSHIP MEETINGS**

### **PROCEDURE – *Membership Meetings***

1. The Executive Board shall schedule the membership meetings pursuant to Article V of the association's bylaws.
2. The membership shall be notified in writing at least fifteen (15) days prior to the membership meeting.
3. Membership meeting attendance confirmation must be submitted to the MSLACA email address by the designated deadline. The Treasurer shall maintain a roster of attendance for each meeting.
4. If a cancellation is necessary, it must be made three (3) business days prior to the meeting, or the member will be responsible for payment of the missed membership meeting. If the member/municipality fails to remit payment for the missed meeting within sixty (60) days, the member will be subject to the suspension of membership benefits for a period of time not to exceed three (3) months per board term, with the approval of the Executive Board and notice will be sent to the member's appointing authority.
5. The member and non-member luncheon fee for the membership meeting shall be set by Article V of the association's bylaws.

6. Presenters for the membership meetings will not be required to pay the luncheon fee.
7. The Host government agency shall not exceed the membership luncheon attendance fee to cover the meal. Receipts must be provided for reimbursement.
8. The host government agency, or Director in charge of supplying favors and/or decorations for the membership meeting, shall not exceed one hundred (\$100) dollars to cover the cost of incidentals to include beverages, paper products, decorations, and favors. Any amount to exceed the cap shall be the responsibility of the host government agency. Receipt(s) must be provided for reimbursement.

## **COMMITTEE MEETINGS**

### **POLICY – *Committee Meetings***

Committee meeting expenses will be paid with MSLACA funds.

### **PROCEDURE – *Committee Meetings***

1. Committees may meet virtually.
2. When a committee meeting falls during mealtime, the meals for Committee members shall not to exceed twenty (\$20.00) per person.

## **REVIEWED**

2022

2023