

General Policies and Procedures

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Dues

- I. Policy
 - A. Dues shall be determined at the Chapter Annual Meeting by majority vote of the active members present and shall be due on January 1.
 - B. Dues received before, or during, the Annual Meeting will instate/reinstate a member in good standing for the remainder of the calendar year.
 - C. Dues paid after the Annual Meeting will be credited to the following year.
 - D. Dues must be received by January 1 to ensure inclusion of member's listing in the MAC Directory for the year.
- II. Procedures
 - A. Dues will be renewed via MAC's account with Acteva. A reminder will be sent to members via e-mail, the Chapter discussion list, and MAC Messages about dues deadlines.
 - B. To avoid confusion and prevent duplicate payment at the Annual Meeting, the Database Manager will provide, at the registration desk of the meeting, a printout of all members who have paid dues for the coming year.

Revised March 2007

Budget

- I. Policy

In order to provide the most effective use of MAC's financial resources, a yearly budget of all projected program and Executive Board expenses and income, excluding the Annual Meeting, will be prepared by the MAC Chair, with assistance from the Members of the Executive Board and the Committee Chairs.

II. Procedures

- A. The Chair's call for agenda items for the winter Executive Board meeting will include a call for budget proposals from Members of the Executive Board and all Committee Chairs.
- B. Projected income, expenses and budget requests will be discussed at the winter Executive Board meeting. See Appendix A, Sample MAC Expense Projection for One Year.
- C. The Treasurer will prepare an accounting each year of the actual expenses from the previous year compared to the projected expenses prepared by the Committee Chairs. The expense report will be distributed to the Executive Board and Committee Chairs.

Revised March 2007

Financial Accounting and Reports

I. Policy

The Treasurer shall provide a yearly accounting of the financial records and shall assure compliance with IRS requirements.

II. Procedures

- A. MAC's financial records books shall be examined yearly in January before annual report is presented at the Winter Executive Board Meeting.
- B. The tax return information is prepared and submitted to MLA as part of the Chapter Group Filing for Federal Form 990. MLA notifies the Treasurer when the form needs to be completed.
- C. As an MLA affiliate incorporated in the State of Illinois, the Treasurer completes the required report form and submits it according to MLA's directions. This is done in the first quarter of the year.

Revised March 2007

Travel Assistance

I. Policy

- A. At the discretion of the Executive Board and contingent upon the status of the treasury, financial assistance from the MAC treasury may be requested and received for expenses incurred in travel to Executive Board or other required meetings.
- B. Members of the Board, standing committees, the Program Committee and special committees may request assistance.
- C. Travel assistance may be requested for Executive Board meetings but not for meetings occurring at the Annual Meeting. Committees needing to meet at other times during the year and requiring financial assistance must submit a proposal and budget to the MAC Chair for prior approval.
- D. Chapter Council Representative and Alternate have their registration fee for the MLA annual meeting and the cost of the Chapter Sharing Roundtable luncheon reimbursed.

II. Procedures

- A. The Chair will call for such requests with the call for agenda items prior to the winter Executive Board meeting (see Budget).
- B. Travel expenses will be reimbursed up to \$100 per meeting. Allowable expenses include: 1) transportation, 2) lodging, 3) meals, and 4) additional expenses approved by the Chair. All other meeting expenses (such as refreshments, room rental, etc.) will be assumed by the Board when there is no institutional support.
- C. All requests for reimbursement for budgeted travel should be submitted on the MAC/MLA Personal Reimbursement Voucher to the Treasurer after approval by the Chair. Vouchers must be submitted within 30 days.

Revised March 2007

Annual Meeting Site

I. Policy

- A. The site of the annual meeting will rotate in the following sequence beginning in 1983: West Virginia, District of Columbia, North Carolina, Virginia, Maryland.
- B. The city and hotel will be determined at least two years in advance depending on the location.

- C. The Executive Board shall determine the site of the meeting with input from representatives of the site's state. Recommendations should include identification of the Chair(s) for the Annual Meeting Committee.

Revised March 2007

Honoraria and Expenses

I. Policy

- A. Annual Meeting Committee should present a proposed budget for meeting expenses and income for approval by the MAC Executive Board at its Winter meeting or shortly thereafter.
- B. Travel and one day's meal and lodging expenses will be paid for invited speakers, with exceptions noted below. Invited speakers will be allotted \$35 per diem for meals.
- C. Honoraria for MAC members
 - 1. MAC members who are invited speakers will NOT receive honoraria or have their registration fee waived.
 - 2. MAC members who are asked to lead a Demonstration, Sharing Session or a Special Interest Group will NOT receive honoraria or have their registration fee waived.
 - 3. MLA members who reside in or work in the MAC area boundaries, but are NOT members will NOT have their registration fee waived or receive honoraria.
- D. Honoraria and expenses for CE instructors
 - 1. Meeting registration is not required of CE instructors. The meeting registration fee for CE instructors will NOT be waived.
 - 2. In addition to honoraria, CE instructors will be paid travel expenses and one day's meals and lodging expenses, whether or not they are MAC members or not. CE instructors will be allotted \$35 per diem for meals.
- E. Exceptions
 - 1. Deviation from the practices mentioned above may be made by a majority vote of the Executive Board.
 - 2. The Annual Meeting Committee or Professional Development Chair may make deviation from other limits without the approval of the Executive Board when it results in keeping costs down. For example, the Annual Meeting Committee or Professional Development Chair may decide to pay more than one night's lodging and meal expenses when the speaker/CE instructor stays over Saturday night to get a reduced airfare.

I. Procedures

- A. Hotel reservations for invited speakers and invited CE instructors will be made by the Annual Meeting Committee.
- B. The Annual Meeting Committee will notify speakers directly regarding honoraria. The Professional Development Committee will notify CE instructors directly regarding honoraria. A MAC/MLA Personal Reimbursement Voucher should be sent to these speakers/CE instructors by the Annual Meeting Committee or Professional Development Committee Chair (see Travel Assistance). Both the Annual Meeting Committee and Professional Development Committee Chairs should send the MAC Treasurer a list of anticipated expenses for each invited speaker/CE instructor at least one month prior to the Annual Meeting.
- C. Participants not eligible for honoraria will be notified by the Annual Meeting Committee in writing before they are confirmed.

Revised March 2007

Financial Records for the Annual Meeting

I. Policy

Deposits, disbursements and financial records for the Annual Meeting shall be handled by the Treasurer, in so far as is possible.

II. Procedures

- A. The Treasurer will serve as an ex-officio member of the Annual Meeting Committee.
- B. The financial records for the Annual Meeting shall be kept by the Treasurer.
- C. Funds for the meeting shall be deposited by and disbursed by the Treasurer. Adequate documentation shall be required for all deposits and disbursements (e.g. invoices, receipts, personal reimbursement forms).
- D. Members of the Annual Meeting Committee who are responsible for the collection of funds and/or the generation of expenses (bills or receipts for reimbursement) shall confer with the Treasurer in establishing procedures to ensure provision of necessary documentation.

- E. If a petty cash fund is deemed necessary, the Treasurer and the appropriate committee chair shall establish a procedure for its use.
- F. The Treasurer will compile a report of all income and expenses from the Annual Meeting. The information may be found in the preceding and/or subsequent year.

Revised March 2007

Chapter Archives

I. Policy

Recognizing the need to preserve information concerning the Mid-Atlantic Chapter of the Medical Library Association, the Chapter will participate on a yearly basis in the Medical Library Association's Archival Materials Program.

II. Procedures

- A. Each year, at the close of the Annual Meeting of the Chapter, the Archivist shall collect the following materials for archiving:
 - Current Chapter Directory
 - Prior year of MAC Messages
 - Annual Reports from all Committee Chairs
 - Treasurer's Report
 - Executive Board and Annual Business Meeting Minutes
 - Program from the Annual Meeting
 - Policy & Procedure Manual (or Revisions)
 - Bylaws
 - Strategic Plan
 - Annual Goals and Objectives
 - Committee Rosters
 - Board Decision List (if revised)
 - Other Chapter Publications
- B. The Chapter Archivist will mail all materials to the Publications Department, Medical Library Association who will in turn send them to the National Library of Medicine.
- C. Chapter officers may discard any materials not necessary for the conduct of MAC business. Any materials not included in the archival list above but necessary for informational purposes should be retained for five years and passed on to an officer's successor.

Revised March 2007

MAC Bylaws Revision

I. Policy

The MAC Immediate Past Chair shall be responsible for reviewing and revising the current edition of MAC Bylaws.

II. Procedures

- A. The MAC Immediate Past Chair should obtain the most up-to-date copy of the MLA Model Bylaws for Use by Chapters and Sections from the MLA Bylaws Committee Chair or MLA Headquarters. It may also be useful to have a copy of Roberts Rules of Order Newly Revised.
- B. During the Winter Executive Board meeting, the MAC Immediate Past Chair will bring before the Board suggested changes to the MAC Bylaws (any MAC member may suggest changes).
- C. All suggestions for revisions, as well as any inconsistencies, should be prepared in draft form and distributed to the Executive Board for review by February 15. If the revisions are numerous and/or complicated in nature, the MAC Immediate Past Chair may form a Bylaws Committee and serve as its Chair.
- D. The final draft of all proposed Bylaws revisions must be submitted to the Chair of the MLA Bylaws Committee following the schedule listed in Procedures for Submission of Bylaws Revisions by Chapters and Sections.
- E. Recommendations from the MLA Bylaws Committee should be incorporated in the proposed revisions and distributed for voting by the MAC membership.
 - Proposed Bylaws Revisions and a ballot and instructions for voting are posted on the MAC Website in Word and PDF formats.
 - MAC members are notified via MACMLA-L that the Bylaws amendments and ballots have been posted.
 - Active MAC members (as determined by list provided by the Membership Database Manager) are e-mailed and notified of the amendment and ballot posting.
- F. After distribution of the amendments and ballots, voting takes place.
 - Active MAC members may vote by faxing a signed copy of their ballot, or by e-mailing it to the Immediate Past Chair before the voting deadline.
 - The voting period is 30 days from the day of the announcement sent to the MACMLA-L list.
 - Discussion of the revisions prior to voting may take place via the MACMLA-L list. This procedure is followed when the MAC Board does not anticipate that the recommended revisions will cause any major conflicts.

- The result of the vote is reported at the MAC Annual Business Meeting by the MAC Immediate Past Chair.
- G. If the recommended Bylaws changes are determined by the MAC Executive Board to be controversial in nature and need broader discussion these procedures will be followed.
- At least 30 days prior to the MAC Annual Meeting, the proposed changes will be posted to the MAC Website, announced via MACMLA-L list and through direct e-mail to active MAC members, as noted section E. However, the discussion would then be held at the Annual Business Meeting.
 - Within 30 days following the Annual Meeting, a summary of the discussion and a ballot will be posted on the MAC Web site. A MACMLA-L list announcement, and a direct e-mail to active MAC members will be sent to notify members to review the discussion and send their ballot via fax or e-mail to the MAC Immediate Past Chair on the specified deadline.
 - Result of the vote would then be tabulated as below.
- H. The votes will be tabulated the MAC Immediate Past Chair, shared with the MAC Executive Board.
- Results will be announced via the MACMLA-L list, a direct e-mail to MAC members, and in the following issue of MAC Messages.
- I. The revised bylaws must be sent to the MLA Bylaws Committee Chair noting any amendments that were made by members during the voting process.
- The MLA Bylaws Committee must review these amendments before issuing final approval of the bylaws. If there were no amendments and tentative approval from the Bylaws Committee was given in the previous review, the revised bylaws may be considered approved.
 - The bylaws that have been approved by the members and by the MLA Bylaws Committee should be sent to:
 - MLA Headquarters
 - MLA Bylaws Committee Chair
 - MLA Council Chair
 - Chapter Archivist
- J. The newly revised and approved MAC Bylaws must be posted to the MAC Website.