

MHMAA ADOPTED POLICIES & PROCEDURES

BOARD PROCEDURES:

POSTING OF MINUTES ON WEBSITE:

1. After a Board Meeting the Secretary will send a draft copy to the Board members for corrections. 4/2/11
2. Once a majority of the Board members, or the Minutes Review Task Group, if appointed, has reviewed the minutes and corrections have been made, highlights of the minutes will be posted on the MHMAA website. 4/2/11
3. Final approval will occur at the next Board meeting. 4/2/11

AGENDA:

1. The Secretary shall be responsible for preparing the agenda for all meeting in consultation with the President. 4/2/11
2. Board members wishing to place items on the agenda will submit items to the Secretary one week prior to the Board meeting, provided it is a regularly scheduled meeting. 4/2/11; 8/18/12
3. The President, or person chairing the meeting, will review the agenda before it is distributed to members of the Board. 4/2/11

FINANCE

TREASURER'S ROLE/BUDGET/AUDITS:

1. The MHMAA Treasurer will work with the association's book keeper to manage MHMAA accounts. A more local board member will assist her by checking the association mailbox, making copies of contributions/membership fees and keeping a running record of revenues. She will then forward MHMAA checks and membership information to the Treasurer. Other communications will be forwarded to the President. 3/10/11
2. The Treasurer will work with the association's book keeper to see that the annual IRS/State returns and associated reports **are filed**. 3/10/11; 8/18/12
3. The Board of Directors of MHMAA has the right to accept or reject either an undesignated or designated gift. Once designated, a gift is accepted by the Board of Directors, however, the donation must be used as designated or returned to the donor unless the donor changes its designated use and the change is approved by the Board of Directors. 1/22/11; 8/18/12

4. The MHMAA Board has the discretion to accept or reject contributions that are dedicated for specific purposes in relationship to priorities established by the school. 1/22/11
5. The development of the Annual MHMAA Budget shall occur during the period of July 1 - September 15th of each fiscal year, the yearend reports. 3/31/12; 8/18/12
6. The MHMAA Board shall have regular financial reviews of all financial transactions of the Association. Although the size of the association accounts do not justify expended additional funds for purposes of a formal CPA audit, regular reports and updates of MHMAA's financial position, as well as a three-person access to our two bank accounts will suffice to provide sufficient oversight for the present time. 3/10/11;8/18/12
7. Board of Directors will purchase General Liability and Directors & Officers Liability Coverage. 1/12/12

BANK ACCOUNTS:

1. There shall be two accounts, one that is set aside for operational purposes and a second account that includes funds contributed for scholarship and grant purposes. 3/10/11
2. Three signatures will be included on MHMAA accounts. Only one signature will be required on checks of less than \$1000. All three members whose names are on the two accounts will have electronic access to those accounts for purposes of review and to pay expenses that have been approved by the Board. 3/10/12; 8/13/12
1. The Chase Interest Bearing Account (#9702) serves as the account into which all scholarship monies and designated donations are transferred after having initially been deposited into the Chase Business Classic Account (#3069). 1/22/11; 8/18/12
2. The annual MHMAA budget support from the Lifetime Membership category for MHMAA expenditures will not exceed 5% of that category's total available funds in any given fiscal year. 3/31/12
3. The scholarship monies are to be used exclusively for scholarships; committee expenses shall be charged against the MHMAA business account and be an annual budget expense. 1/22/11; 8/18/12

EXPENDITURES/REIMBURSEMENT:

1. The school principal is the final arbiter on priorities for association support of give back projects for MHS.3/10/11
2. Reimbursements are provided only for previously approved expenditures. 3/10/11

3. The MHMAA Board shall regularly review all financial transactions of the Association through an informal audit process. 3/10/11
4. The adoption of the yearly Budget authorizes the Treasurer to issue reimbursements in the areas that are authorized in the document. 4/2/11
5. The Board will authorize the shifting of monies among categories to allow flexibility in the shifting priorities of the principal and/or the MHMAA Board. 4/2/11
6. A budget project may go \$50.00 over budget with the authorization of the president. 4/2/11
7. Requests for reimbursement shall be submitted to the Treasurer using the MHMAA reimbursement form. Receipts or documentation are required. The reimbursement form can be emailed to individuals as needed. 4/2/11
8. All reimbursements should be submitted within six weeks of the expenditure. Unless prior authorization is given by the President or Treasurer, all reimbursement requests are to be submitted by June 15 of each year. 4/2/11

SCHOOL VISITATION AND COMMUNICATION:

1. When visiting the Morningside High School Campus, members of the MHMAA need to follow school protocols for visitors, signing in at the principal's office. This is required for "risk management" purposes. 4/2/12
2. The association president or designee initiates communication with the school principal and communicates on behalf of the association. 4/2/11
3. Members of the MHMAA are encouraged not to have direct contact with the teachers, support staff, administration, or students without the knowledge and approval of the principal. 4/2/11
4. To insure member confidentiality, the MHMAA directory information is to remain confidential for association use. 3/8/12

COMMITTEES:

1. All committees must be sanctioned by the Board. They shall submit goals, detailed descriptions of their activities, and a proposed budget to be approved by the Board, preferably by August 1st of each year. 4/2/11
2. The minutes of a committee or task group are not as formal as those of a Board meeting. Committee minutes should include the names of the members present, as well as those who were absent. Additionally, they should contain a summary of the business that was conducted. The minutes may be in the form of a report, which is distributed to the Board. 4/2/11

3. Any motions that are being brought to the Board should be stated in exact form, and should be included in the Board Agenda whenever possible. 4/2/11
4. For committees that award grants, a clear process with timelines and criteria must be presented to the Board for approval before activities are undertaken. 4/2/11
5. All grant opportunities should provide a process that assures equal access to all applicants. 4/2/11

CONFLICT OF INTERST

1. All board members shall fill out a Conflict of Interest Statement when they are elected to the MHMAA Board of Directors.
2. The statement is attached.



MORNINGSIDE HIGH MONARCHS ALUMNI ASSOCIATION

BOARD OF DIRECTORS CONFLICT-OF-INTEREST STATEMENT

No board member, or any member of her/his family, should accept any gifts, entertainment, services, loans, or promises of future benefits from any person who will personally, or whose employer might, benefit or appear to benefit because of the board member's connection with the Morningside High Monarchs Alumni Association (MHMAA). Board members are expected to work out for themselves the most gracious method of declining such gifts and entertainment.

No board member should perform services for any supplier of goods or services to the Morningside High Monarchs Alumni Association, or serve any customer as employee, consultant, or in any other capacity, that provide personal compensation of any kind. Similar association with a member of the board member's immediate family or with any other relative may also be inappropriate.

No board member, or any member of her/his family, should have any beneficial interest in, or substantial obligation toward, any supplier, customer of the MHMAA, or any other organization that is engaged in doing business with or serving the council, unless it has been determined on the basis of full disclosure of the facts that such interest does not give rise to a conflict of interest.

This regulation is not intended to apply to situations that do not compromise the board member, the MHMAA, or a third party. Nor does it apply to gifts and social entertainment of nominal value that are clearly in keeping with good business ethics and that do not obligate the recipient.

Any matters or questions that arise will be referred to the president for appropriate action.

I have received and read the foregoing policy statement and fully understand the facts regarding any possible question of violation. This statement is in effect from October 1 to September 30 of the corporate year in which it was signed.

Name _____
(Please print)

Signature _____

Date _____

