

MESA LTD ALUMNI ASSOCIATION POLICIES

Purpose and Authority

Referenced in the Association's Bylaws and authorized by the Association's Board of Directors, the Policies provide continuity of the Association's programs and operations through generations of boards of directors who are elected by the general membership.

- ◆ Policies implement the Association Bylaws and do not supercede the bylaws.
- ◆ Policies are binding on Board of Directors and may be amended by a two-thirds vote of the members of the Board of Directors.

1. BOARD OF DIRECTORS (13 Members) ¹

Responsibilities

- ◆ General Board stewardship (oversight and coordination)
- ◆ Leadership of respective committees
- ◆ Establish and maintain board policies
- ◆ Financial management and accountability
- ◆ Budgeting
- ◆ Set and implement program goals and objectives
- ◆ Maintain positive community relations

A. Executive Council

(An asterisk indicates Officers)

- 1) *Chair
- 2) *Chair Elect²
- 3) *Secretary
- 4) *Treasurer
- 5) *Past Chair³

Executive Council Responsibilities

- Board and Committee coordination and oversight
- Revenue collection
- Disbursements
- Scholarship awards
- Gifts and awards
- Class graduation criteria and planning
- Alumni retention and community placement
- Record keeping and maintenance
- Interim decision authority

B. Committee Chairs

- 1) Community/Alumni Events⁴
- 2) Community Liaison
- 3) Curriculum Chair (2)
- 4) Placement Chair
- 5) Program Chair
- 6) Publications Chair
- 7) Recruitment Chair
- 8) Social Chair

Chair Responsibilities

- Lead respective committee
- Report regularly to Board of Directors
- Provide policy recommendations
- Adhere to responsible fiscal management and reporting policies
- Set a positive example for Mesa LTD

¹ Amended & Approved 4/16/07

² Amended & Approved 5/02/03

³ Amended & Approved 4/16/07

⁴ Amended & Approved 2/22/10

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C. Board Structure

EXECUTIVE COMMITTEE

MESA CHAMBER (Sponsor)
Staff Support
Database record storage
Mailing assistance
Central contact

CHAIR
Nominating Committee
Graduation Committee
Liaison to Chamber

CHAIR-ELECT
◆ Acts in absence
of Chair
◆ Committee
Chair Oversight

SECRETARY
◆ Records Minutes
◆ Official
Correspondence

TREASURER
◆ Fiscal management
◆ Record alumni
dues

PAST CHAIR
◆ Organizational
Review

COMMITTEES

COMMUNITY LIAISON CHAIR⁵

- ◆ Public Relations/Shadowing
- ◆ Marketing/Class tours
- ◆ Update alumni list

CURRICULUM CHAIR

- ◆ Class day programming
- ◆ Program evaluation

PLACEMENT CHAIR

- ◆ City Commissions placements
- ◆ Non Profit Board placements

PROGRAM CHAIR⁶

- ◆ Point Tracking

PUBLICATIONS CHAIR

- ◆ Newsletter layout & publication
- ◆ Other publications
- ◆ Invitation layouts & printing
- ◆ Internet copy

RECRUITMENT CHAIR

- ◆ Recruitment of Class

SOCIAL CHAIR

- ◆ Alumni program
- ◆ Social planning & execution
- ◆ Class program catering.

⁵ Amended & Approved 4/17/06

⁶ Amended & Approved 4/17/06

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2. FISCAL POLICIES

- A. The Mesa LTD organization is obligated to operate in a self-supporting manner dependent only upon the resources of its membership, program fees, membership dues and its sponsoring organization. Mesa LTD is not to be represented as a needy charity, and shall not compete for the charitable dollar resources of the community.
- B. The Association's Treasurer shall solicit annual dues from all alumni each year. Dues shall be payable no later than May 1. Amount of annual dues is determined by Board vote and as appropriate to the Association's fiscal planning.
- C. A carryover fund shall be established at the end of each fiscal year (June 30).
- D. The carryover fund shall assure adequate financial support to launch the planned Alumni and Class program events in the first quarter of the current fiscal year.
- E. Annual income must be spent in accordance with the Association's annual budget.
- F. Income and expenditures for annual alumni and program activities shall be directed by an approved annual budget.
- G. Annual fiscal operations shall be conducted to prevent soliciting revenue beyond organizational needs and ensure controls on expenditures within available resources. The goal is to have revenue and expenditures balance out to zero at the end of each fiscal year; not counting budget forwarding of reserve funds into the next year.
- H. First year alumni dues for recent graduates are paid from their tuition fees.
- I. Procurement policy: To honor Mesa LTD's appreciation of its Chamber of Commerce sponsorship preference will be given to purchases from businesses that are members of the Chamber.
- J. Annual fiscal reserves held by the Association shall be in accordance with Arizona State law and Internal Revenue Service regulations.

3. TREASURER'S PROCEDURE FOR REIMBURSEMENT/PAYMENT REQUESTS ⁷

- A. Deadline for reimbursement/payment requests. The deadline to submit expenses for reimbursement or payment will be the Wednesday before the board meeting.
- B. The treasurer will provide a list of all expenses submitted before the deadline to the Board for review at least two days before the board meeting.
- C. All expenses will be examined during and approved in the board meeting. A detailed page will be provided to each board member prior to or during the meeting showing current expenses submitted, and current amount left in that member's budget.
- D. All expenses that are approved will be reimbursed the day of the meeting to the best extent possible. If not, as soon as the Treasurer or authorized signer can do so after the meeting.

⁷ Amended & Approved 5/21/07

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- E. All expenses that are pre-approved will be paid on requested date.
- F. All expenses over the approved budgeted amount are automatically analyzed in the board meeting.
- G. Checks issued to the Treasurer will not be signed by the Treasurer. Another authorized signer must sign the check. The same applies for any person who is a direct family member of the Treasurer.
 - 1) For example, the Treasurer's son is another member of the board. The Treasurer may not write checks for reimbursement to his/her son.
- H. Receipts are required for reimbursement of expenses. An expense that is to be paid on an advance date must have an invoice presented prior to payment of the expense.⁸
 - 1) A receipt must show the vendor, the amount paid, the date of payment, and the method that was used to pay.
 - 2) Receipts or invoices must be presented before or during the board meeting for payment to be issued on the day of the board meeting. Otherwise, payment will be issued as soon as a receipt is available, assuming the Board has approved the expense.
 - 3) Incidentals may be claimed and may include: estimated cost of paper, ink, copies, office supplies, etc. These expenses must receive Board approval prior to payment.
 - 4) In the event a receipt is not available for an expense under \$25.00, it is required to provide the date, amount paid, vendor, reason for the expense, and the reason why there is not a receipt on a Missing Receipt form. The Board must approve the expense(s) prior to payment. A board member may not use the Missing Receipt form more than twice during the fiscal year.

4. SOLICITATION OF FUNDS

- A. Collection of funds by anyone on behalf of the Mesa Leadership Training and Development Program or the Mesa LTD Alumni Association is limited to collection of regular alumni dues and program tuition.
- B. Solicitation of any other funds or in-kind contributions may be represented only upon authorization and oversight of the Board of Directors and within the duties of one's position with Mesa LTD. This includes requests for food and beverage donations, meeting space, and scholarship funds.
- C. Board authorization to solicit contributions and funds is limited to needs directly related to the approved annual budget unless determined otherwise by the Board.
- D. Special fund raising projects must be approved and monitored by the Board of Directors.
- E. Violation of the limited fund solicitation policies places the organization at risk and cannot be tolerated, regardless of intention. Disregard for this policy is considered just cause for expulsion from Mesa LTD Alumni Association membership.

⁸ Amended & Approved 7/21/08

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5. REMOVAL OF OFFICERS OR DIRECTORS⁹

- A. Any Officer or Director, elected or appointed, shall be removed by a majority vote of the Board members when, in their judgment, the best interest of the Association would be served. Officers or Directors may be removed by the Mesa LTD Board of Directors for inappropriate actions which shall include, but is not limited to the following:
 - 1) Personal misconduct at board meetings or when representing the Mesa LTD Board. Use of verbal or written abusive and confrontational behavior, incitation of conflict or hostility, or other discourteous behavior can be construed as misconduct.
 - 2) Presenting false information or accusations verbally or in writing to the Board of any of its committee.
 - 3) Violations of confidentiality verbally or in writing.
 - 4) Slandorous remarks against Board members.
 - 5) Speaking to the media without Board approval.
 - 6) Conduct reflecting negatively on the Board of Mesa LTD Program.
- B. Any Board member may file a complaint regarding another member by submitting to the Board Chairperson a detailed written statement of the alleged inappropriate action within 30 days calendar days of occurrence. If the complaint is generated by the Chairperson, the Chair-Elect will receive and process the statement. The Board chairperson shall notify the offending party in writing within seven calendar days, conduct and complete an investigation of the complaint within 30 days of receipt of the complaint, and announce the outcome of the investigation with one of these recommendations:
 - 1) The allegation(s) is found to be invalid, and there is no need for corrective action.
 - 2) Recommend that the parties involved discuss the issues and work toward a resolution.
 - 3) Provide a written recommendation leading to improvement or resolution of the problem identified in the written statement.

6. APPLICATION ELIGIBILITY FOR THE MESA LEADERSHIP PROGRAM

In order to apply for admission to an annual Mesa Leadership program an applicant must:

- A. Live or work in Mesa.
- B. Be at least 21 years old by June 1 of the application year.
- C. Submit a complete application form by the application deadline.
- D. Complete an application interview with the Recruitment Committee.
- E. Pay tuition upon acceptance into program.

7. PROGRAM APPLICATION AND SELECTION PROCESSES

- A. Application to the Mesa LTD Program is competitive, and admission is not assured. The number of applicants selected may vary from year to year and is determined by the recommendation of the Recruitment Committee.
- B. The recruitment and selection process will be conducted fairly and openly. The Recruitment Committee determines the schedule of activities and carries them out with the approval of the Board of Directors.

⁹ Amended & Approved 5/21/07 & 6/18/07

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8. CLASS TUITION AND CONTINUING PROGRAM PARTICIPATION¹⁰

- A. Annual program tuition need is determined by the Board of Directors and goes into effect in the class year following Board Action.
- B. Applicants who are accepted into a program class should pay the full tuition amount owed by June 30. At the discretion of the Board, the deadline may be extended to allow exceptions on a case-by-case basis.¹¹
- C. Tuition is not refundable or reimbursable once the class begins in August.
- D. Continuing Program Participation ¹²

If a class member fails to complete the graduation requirements during the initial year, he/she may join the next year's full program and take the missed classes, tours, etc. to make up for those missed the first year. The tuition will be carried over. (A participant who fails to complete the second year will need to reapply for admission, which is not assured.). Based on the Mesa LTD Board's review and depending on the class member's circumstances, the following will apply.

- 1) Class member finds cause to drop the program or just hasn't completed the needed graduation requirements. He/she may make up the needed graduation requirements the following year and will graduate with the following year's class.
 - 2) Class member has extenuating circumstances that prevent him/her from participating full time and is unable to obtain the needed graduation requirements. He/she may graduate with his/her original class but only receives a contingent certificate. After the class member makes up those missed graduation requirements during the second year, the Board will issue a permanent certificate to the class member.
- E. Participants may be terminated from the program if they act unprofessionally or do not comply with the program's Class Etiquette Policies as follows.¹³
 - 1) If a class participant acts unprofessionally or does not comply with the Class Etiquette Policies, a verbal warning will be issued to the participant. If the participant disagrees with the warning, he/she may present the circumstance to the Board for review at the next Board meeting.
 - 2) If the participant acts in an unprofessional manner or does not comply a second time, the Board will review the action and may vote to terminate the participant's involvement in the program. In order to terminate a participant's involvement in the program, at least three quarters of the Board members in attendance at the Board meeting must vote for termination.
 - 3) If the Board allows the participant to remain in the program after a reprimand and the participant repeats the action or takes similar unprofessional action, the Board may terminate the participant's involvement automatically.
 - 4) Participants that compromise the safety of the class, guests or facilities will be terminated immediately.

¹⁰ Amended & Approved 2004

¹¹ Amended & Approved 6/5/07

¹² Amended & Approved 3/15/10

¹³ Amended & Approved 1/3/11

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9. TUITION SCHOLARSHIPS¹⁴

The David C. Guthrie Jr. Scholarship Fund was established on July I, 1999 to honor the memory of former Mesa LTD Board Treasurer, City of Mesa Vice Mayor and Community Leader. All scholarship monies contributed to Mesa LTD Alumni Association shall be deposited into this scholarship fund.

- 1) The David C. Guthrie, Jr. Scholarship fund shall be deposited in a financial institution to maximize earning potential of the account balance.
- 2) Funds shall be distributed on behalf of applicants who have been accepted into the Mesa LTD Program and who have requested assistance.
- 3) Funds for scholarships received by the Alumni Association must be formally acknowledged in writing to the contributor by the Association's Board within 15 days of receipt.
- 4) Monies received for scholarships shall be maintained and reported as a separate account
- 5) Scholarships shall be used exclusively for class program tuition assistance.

A. Criteria for Scholarships¹⁵

Upon acceptance into the program, a person may submit a request to the Executive Council.

- 1) Awards are made on financial need and must meet the 80% of Mesa's Median Household Income Guidelines.¹⁶
- 2) Proof of need may be by W-2 form or a PNL Statement from an accountant.
- 3) Available scholarship funds shall be divided equally among those who qualify.
- 4) The maximum amount of tuition assistance for an individual shall be no more than one half of the full tuition for the class year.
- 5) Persons receiving scholarship tuition assistance must pay their share of the tuition by the class tuition due date.

10. PROGRAM GRADUATION REQUIREMENTS¹⁷

- A. Class participants must meet the program requirements and earn a total number of points in order to graduate at the conclusion of the class year.
- B. The program requirements, point total achieved and the Program Chair manages how the points are awarded. Changes to this policy must be approved by the Executive Council of the Board. The Program Chair must clearly notify class participants of the point requirement and how points are to be awarded no later than the first class session of the program year.
- C. Changes to the point system take effect in the class year following the change.

¹⁴ Amended & Approved 2004

¹⁵ Amended & Approved 10/18/03

¹⁶ Amended & Approved 6/18/07

¹⁷ Amended & Approved 8/18/03

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11. HONORARY MESA LTD ALUMNI ASSOCIATION MEMBERSHIP (Established 1999)

A. Award Criteria

- 1) Is not a graduate of the LTD Program.
- 2) Meets a minimum of four of the following criteria and has demonstrated consistent, active support of the LTD Program for 10 years or more.
 - Has encouraged and recruited new applicants.
 - Has provided meeting space.
 - Has arranged in-kind, cash or *pro bono* contributions.
 - Has facilitated planning of class sessions.
 - Has presented to class sessions.
- 3) Provides a positive image for the program and community and civic leadership in general.

B. Expectations of an Honorary Member

- 1) Serve as an ambassador for the Program.
- 2) May participate in alumni committees, activities and events with privileges of the general membership except that this person may not hold an elective office on the LTD Board and has no voting privileges.
- 3) Obligations
 - Honorary Member is not expected to pay annual dues.
 - Honorary Member is expected to pay fees and other event attendance costs the same as charged to alumni.
 - Honorary Member purchases LTD paraphernalia at the same cost as charged to alumni.

C. LTD Board Obligations to Honorary Members

- 1) Honorary Member will be added to the membership database and will receive all newsletters, informational notices, invitations, etc. that are sent to the general membership.
- 2) Honorary Member will be given honored seating and introductions at all LTD events he or she attends.
- 3) The LTD Board will recognize the bestowing of Honorary Membership by giving an appropriate recognition gift not to exceed a \$50 cost.

D. Honorary Member Selection Procedure

- 1) Names may be suggested to board members at any time.
- 2) Board members are obligated to notify the Chairman to add the nomination to the next regular Board meeting agenda for consideration.

Honorary memberships are not to be considered an annual award. This honor is bestowed only upon those who merit a nomination and meet the criteria established in the LTD board policies. It is highly selective, and few people are expected to receive this honor.

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12. STORAGE AND MAINTENANCE OF ORGANIZATIONAL RECORDS & PROPERTY

- A. A current copy of the Association's Bylaws and Policies will be maintained in the Offices of the Mesa Chamber of Commerce for reference and access by members of the Mesa LTD Alumni Association and Chamber staff persons.
- B. A binder of approved meeting minutes, annual budget and other important documents will be maintained in the offices of the Mesa Chamber of Commerce for reference and access by members of the Mesa LTD Alumni Association and Chamber staff persons.
- C. Class scrapbooks, table display signs, banners, class graduation books, publications, committee notebooks and other important Mesa LTD paraphernalia shall be stored at the Mesa Chamber of Commerce as allowed. Care shall be taken to discard excess copies of publications that are no longer usable. It is the responsibility of the Mesa LTD Alumni Association officers (Chair, Chair Elect, Secretary, and Treasurer) to monitor appropriate storage and maintenance of Mesa LTD belongings.

Amended & Approved by Board of Directors
3/29/2000, 8/16/03, 10/18/03, 5/12/06, 4/16/07, 5/21/07, 6/18/07, 7/21/08, 3/15/10, 1/3/11