

# **MASSACHUSETTS TOWN CLERKS' ASSOCIATION, INC. COMMITTEE & BOARD POLICIES & PROCEDURES MANUAL**

*As of February 4, 2015*

## **INTRODUCTION**

This manual has been developed and compiled by the Executive Board to document current membership expectations and practices, and expand upon the duties and responsibilities of the MTCA committees, as outlined in the Association Bylaws. Article VI, Section F of the Association Bylaws reads as follows:

The Executive Board shall have the authority to create policies and procedures for officers and committees of the MTCA.

## **PART 1. MEMBERS**

### **Certification Program (CMMC) and Certification Administrator**

The Certification Administrator shall be responsible for the following:

- Notifies members, through the Public Recorder or other means, of availability of applications, test dates and deadlines.
- Provides for availability of application forms at all MTCA Conferences.
- Receives and responds to all communications regarding certification and testing.
- Processes all exam applications.
- Prints and distributes by certified mail all tests semi-annually (between January 1 and 7, and July 16 and 23).
- Receives and grades tests and notifies applicants of results and review period.
- Notifies Examination/Certification Board, in writing, of request for review/appeal. Assists the Board in the review/appeal process.
- Mails, receives and processes all re-certification applications. Notifies applicants and prepares certificates.
- Presents certification and re-certification certificates to successful candidates at MTCA conferences.
- Retains examination applications and test answer forms until after review period. Retains all applications for certification as permanent records.
- Submits all fees and reports all expenses to the Treasurer in a timely manner.

### **Fees shall be as follows:**

- Examination fee shall be fifty dollars (\$50)
- Certification fee shall be twenty-five dollars (\$25)
- Re-certification fee shall be fifteen dollars (\$15)
- The Certification Administrator shall receive 50% of all fees paid to the Treasurer for the CMMC program, and shall submit a bill to the Treasurer for payment.

## **Sunshine Fund Procedures**

The Sunshine Fund Administrator shall be appointed by the President on an annual basis, for a term to run until June 30. The Administrator's duties are to make appropriate recognition of member contributions, retirements, illnesses or bereavements. The following guidelines should be considered when making Sunshine Fund expenditures by either the Sunshine Fund Administrator or the President:

**Retirements** – Clerks with 5 years or more of service as Town Clerk – gift up to \$75; Clerks with fewer than 5 years of service as Town Clerk – Certificate of Appreciation

**Illness** – Flowers or other appropriate gift to current Officers – up to \$75; cards to be sent to all other members

**Bereavements** – Flowers or other appropriate donation – up to \$75 for the death of a current or past Officer of the MTCA or upon the death of an active Town Clerk who is a member of the Association

**Letter or Certificate of Appreciation** – At the discretion of the President or Executive Board, a Letter of Appreciation or Certificate of Appreciation may be presented to any present or past Town Clerk

## **Education Database Coordinator**

This individual is appointed by the President and shall be responsible for the following:

- Maintains database of all conference and education program attendees
- Responds to all individual requests by Clerks for information about conference/class attendance
- Reports updated information to Certification Coordinator to support applications for certification or re-certification
- Maintains database of Clerks, updating names, addresses, and certification status as appropriate

## **PART 2. CONFERENCES**

### **Conference Registration Administrator**

- Receives and processes all conference registrations and fees
- Maintains registration desk at conferences
- Maintains an accurate account of all conference attendees and reports results to Conference Committee
- Submits all conference receipts to the Treasurer in a timely manner

## **Conference Speakers**

- A conference speaker is an individual who teaches a class or workshop, whether for credit or for professional development.
- Credit classes shall be a minimum of three hours in duration. Three hours shall be considered a half-day class, and six hours shall be considered an all-day class.
- All speaker fees shall be approved in advance by Treasurer, President, and Second Vice President, prior to any commitment to the speaker. All contracts shall be signed by the Treasurer and an Officer of the MTCA. Any expenditure for a conference speaker that exceeds \$1,500 for a half-day class (3 hours) or \$2,000 for a full-day class (6 hours), including travel expenses, shall require the prior approval of the Executive Board.
- No more than one-half of the speaker fee shall be paid to the speaker prior to the event. The balance of the payment shall be available and paid by the Treasurer upon the conclusion of the class.
- Hotel arrangements for any speaker shall be done by the speaker.
- Any Clerk, professional instructor, or state official who is asked to teach a class will be responsible for adhering to the curriculum and class outline agreed upon in advance with the Education Committee. Class time shall not be used for personal lobbying on any issue. Any variations on the curriculum shall be discussed and approved in advance by the Education Committee.
- Clerks who are invited to teach a class are financially responsible for their own conference registration, lodging and meals. Clerks are not compensated by the Association for attending or teaching at a conference.
- State Officials who attend conferences and who are invited to teach a class are not required to pay a registration fee for the conference, and the Association will pay for lunch or breakfast, as appropriate. State Officials are not compensated by the Association for attending or teaching at a conference.

## **Conference Registration**

Attendance at any MTCA conference is open to any member of the Association whose dues for the current fiscal year is paid in full prior to the start of the conference. All attendees must pre-register for the conference and classes, and enrollment in classes is done on a first-come, first-served basis.

## **Conference Refunds**

Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be refunded. Meal cancellations must be made at least seven days in advance of the first day of the conference in order for a refund to be considered, unless the hotel has a more restrictive policy. The Association will make an effort to include cancellation deadlines in the conference brochure.

### **Conference Brochure**

The Executive Board may direct that a conference brochure be produced for the purpose of giving conference attendees an up-to-date program of events, list of vendors, attendees, and other pertinent information. The individual responsible for the production of the brochure shall be appointed by the President, and the expense for printing the brochure shall be paid by the Treasurer.

### **Auditing Classes**

Classes are primarily for the benefit of Association members. Any vendor or guest of a registered Clerk may audit a class, on the condition that a vacant chair is available, and with prior permission of the instructor. No vendor or guest may participate in the discussion, ask questions, or take handouts—i.e., a non-participatory audit.

## **PART 3. MISCELLANEOUS**

### **Pledges and Donations**

The MTCA shall not pledge, fund or donate to any organization without the prior vote of the Executive Board.

### **E-Mail Policy**

It is suggested that users of any MTCA e-mail system restrict monetary solicitations when using “All Clerks” e-mails, and use common sense judgment on all others.

### **NEACTC**

- If the NEACTC fundraising group wishes to raise funds at any MTCA Conference, arrangements should be made in advance with the 1<sup>st</sup> Vice President. Space will be limited to two vendor tables, on a space-available basis, at no cost.
- The MTCA supports the efforts of its members who help to organize the New England Conference in Massachusetts, once every six years. The Association supports this effort financially, with a budget allocation of \$1,000 per year.
- Recognition gifts will be presented to MTCA members who graduate from the N.E.M.C.I.A.