

## **MEMO President(s) Chronology of Activities, Actions, and Deadlines**

### **President(s)**

From the Bylaws:

The President(s) will:

- a. call and preside over all meetings of the General Membership, the Executive Committee, and the Board of Directors;
- b. send agenda to Board of Directors at least one week prior to the meeting;
- c. make necessary appointments to committees;
- d. execute the policies and procedures of the organization set forth by the Board of Directors and these Bylaws;
- e. have administrative authority over all affairs of the Organization;
- f. be responsible to the Membership;
- g. assume the responsibilities of the office of Past-Presidents upon completion of his/her term; and
- h. be a voting member of the Finance Committee.

Assume office: July or August during the Summer Board of Directors meeting

July - August

- Conduct Board of Directors meeting to adopt the budget, appoint Nominating and Finance Committees and any other business. Act on motions or recommendations from the Leaders' Summer Retreat.
- Arrange for MEMO publications by signing contract or making other appropriate decision in consultation with the Board of Directors.
- Write "thank you for joining" letter to be included in new member packets.

### **Governance and Administration** (Monthly)

- Gather Executive Committee and Board of Directors agenda items and documentation from other officers
- Prepare and mail the agenda and preside at meetings of the Executive Committee or Board of Directors
- Review minutes following meetings and follow up
- Appoint appropriate persons to represent MEMO on external committees, task forces, and boards, when needed
- Monitor work of MEMO committees and report to Executive Committee Board of Directors as needed
- Invite MEMO Committee chairs to Executive Committee and Board of Directors meetings as appropriate

- Prepare and deliver to the MEMO archivist, copies of all correspondence and MEMO documents
- Monitor, with Treasurer, the status of MEMO finances
- Supervise Administrative Assistant
- Sign contract negotiated by MEMO Program chair for conference site, if needed

#### Communication

- Arrange for the MEMO Calendar to be updated and printed in the MEMOrandom and on the MEMO website
- Write monthly column or other appropriate President's message for MEMOrandom
- Submit materials for the MEMOrandom to the editor as requested

#### External Relations

- Represent MEMO at meetings, functions, events, as appropriate
- Correspond or meet with leadership of other professional organizations, especially MLA and the Legislature or designate a representative
- Be in contact with the Minnesota Department of Education. Appoint ex officio Department of Education representative to Executive Committee and Board of Directors
- Monitor mailings from AASL and ISTE
- Monitor mailings from other professional organizations and state and distribute or act as appropriate
- Propose programs for other organization conferences, when appropriate and consistent with the mission and purpose of MEMO and identify MEMO members to present programs
- Distribute, or make known, MEMO policy and position papers when needed.
- Correspond in writing or by phone with persons affecting MEMO
- Correspond with legislators and professional organization persons when needed or as requested by other MEMO officers and leaders
- Correspond with AASL Region III Director and ISTE Region coordinator
- Make sure accurate AASL Region III Director and ISTE Region coordinator names are on the MEMO mailing list
- Add names of appropriate officials and persons to MEMO mailing list

#### Legislative

- Work closely with lobbyist and MEMO Legislative Chair.

#### September

- Revise or update and distribute Policy and Procedures Manual, if needed
- Prepare and arrange the duplication of the agenda for the General Membership meeting during the annual MEMO conference

#### October

- Preside at the General Membership meeting of MEMO during the annual conference

- Arrange with the MEMO lobbyist and Legislative Chair for the adoption of the MEMO Legislative Platform during the Membership meeting
- Work with the MLA Legislative Chair, other appropriate MLA officers, and the MEMO Legislative Chair to develop the MEMO/MLA Legislative Platform and MEMO/MLA Legislative agenda.
- Appoint and submit to ISTE, MEMO delegates to the ISTE Assembly
- Attend MEMO Region and SID meetings, or arrange to have MEMO represented

#### January

- Represent MEMO or arrange to have MEMO represented at the AASL Affiliate Assembly

#### January & February

- Represent MEMO or arrange to have MEMO represented at the ISTE Assembly
- Identify MEMO concerns for drafting as resolutions during the AASL Affiliate Assembly and ISTE Assembly
- Report to the Executive Committee, Board of Directors and MEMO membership about AASL and ISTE affiliate meeting actions

#### February

- Attend MEMO Alexandria Midwinter conference
- Present MEMO greetings to midwinter conference attendees
- Monitor progress of MEMO's legislative agenda
- Confer with Lobbyist and Legislative Chair during Legislative session
- Attend hearings, or other Legislative committee meetings as suggested by Legislative Chair and MEMO/MLA Lobbyist
- Testify when needed on behalf of MEMO and MEMO's Legislative agenda

#### February - March

- Attend and participate in MLA/MEMO Legislative Day

#### April

- Appoint delegates to AASL Affiliate Assembly
- Forward appropriate documents and correspondence to delegates
- Prepare and send change of officers form to Region and SID chairs
- In consultation with the Presidents-Elect, arrange for summer mailing addresses for Leaders' Summer Retreat (See XI.3)
- Attend and participate in ALA Legislative Day (optional)

#### May

- Send change of officers form to appropriate state agency when requested
- Compare, or direct Administrative Assistant to compare MEMO Membership Directory with AASL membership; send copy of Membership Directory to AASL.

## June

- Represent MEMO at the AASL Affiliate Assembly, or appoint 2 MEMO delegates
- In consultation with the Presidents-Elect, schedule the Summer Board of Directors meeting during the Leaders' Summer Retreat
- Request end-of-year report for regions, SIDs and Committees (See XI.4)

## June-July

- Attend ISTE, AASL Region III and ISTE Region summer leadership conferences (when held)

# **MEMO President(s)-Elect Chronology of Activities, Actions, and Deadlines**

## **President(s)-Elect**

From the Bylaws:

The President(s)-Elect will:

- a. call and preside over meetings in the absence of the Presidents;
- b. serve on the Program Committee;
- c. execute the policies and procedures of the organization and these Bylaws;
- d. be a voting member of the Finance Committee;
- e. be liaison with all SIDs;
- f. review Bylaws; and
- g. be responsible for planning the annual Leaders' Summer Retreat.

Elected: May

Assume office: July or August during the Summer Board of Directors meeting

Immediately following the election:

## May

- Read the Bylaws

## May-August

- Attend Executive Committee meetings (optional, but recommended)

## July

- Attend the Leaders' Summer Retreat
- Observe retreat proceedings and begin thinking about the next retreat
- Attend the meeting of the Finance Committee. (Usually right before or during the Leaders' Summer Retreat)
- Attend the Summer Board of Directors meeting(s) during the Leaders' Summer Retreat

- In consultation with current Presidents-Elect, design and conduct conference evaluation - written and/or speak-out session

Upon assuming office in July:

July

- Make contacts with the SID leaders
- Negotiate site for next Leaders' Summer Retreat
- Sign contract for next Leaders' Summer Retreat in consultation with the Executive Committee
- Put dates of next Leaders' Summer Retreat on MEMO calendar

Continuing:

- Attend all meetings of the Executive Committee, Membership, and Board of Directors
- Submit agenda items and documentation to Presidents at least one week before the scheduled meeting
- Attend SID meetings as they occur throughout the year
- Attend Finance Committee meetings
- Attend Conference Program Committee meetings
- Work with MEMO Program Chair to identify MEMO conference sites
- Prepare and submit appropriate articles/materials to the MEMORandom and/or M/T News editor (Deadline: 15<sup>th</sup> of each month)

October

- Attend the Membership meeting during the annual fall conference
- Contact Fall Conference Program planners of annual fall conference held during term as Presidents
- Confer with the Fall Conference Program planners to schedule Membership meeting during next annual fall conference

January

- Present proposed Bylaws amendments to the Executive Committee for discussion
- If named a MEMO delegate, attend the AASL Affiliate Assembly during ALA Midwinter

January & February

- If named a MEMO delegate, attend the Affiliate meeting during ISTE

February

- Attend MEMO Alexandria Midwinter Conference
- Indicate wish to present greetings to MEMO during next midwinter conference to next midwinter conference planning committee
- Present preliminary plans for the Leaders' Summer Retreat to the Executive Committee
- Report, with the other delegate, actions of AASL Affiliate Assembly and ISTE Affiliate meeting

## March

- Draft proposed Bylaws amendments; discuss with the Executive Committee or Board of Directors
- Announce dates and theme of Leaders' Summer Retreat in the MEMOrandom
- Attend and participate in MLA/MEMO Legislative Day
- Begin thinking about Committee Chair and MEMO liaison appointments

## April

- Leaders' Summer Retreat plans to the Executive Committee/Board of Directors
- Prepare, with the Secretary, proposed Bylaws amendments for adoption during the MEMO election or prepare for adoption during the MEMO Membership meeting
- Appoint /reappoint Committee Chairs and Liaisons
- Confer with lobbyist about the next year

## May

- First Summer Leaders' Retreat mailing to MEMO membership or send with MEMOrandom

## May-July

- Attend summer leadership conference(s) AASL Region III, ISTE Region
- Monitor Leaders' Summer Retreat registration. Send second mailing or make phone contacts to encourage attendance
- Work with the Administrative Assistant or other appropriate person to arrange the Leaders' Summer Retreat
- Confer with the Presidents about the Summer Board of Directors meeting(s)
- Prepare materials for Leaders' Summer Retreat
- Update and duplicate the Policy and Procedures Manual
- Begin the MEMO calendar for the year as Presidents
- Present theme/goals/focus of year as Presidents to Executive Committee, Board of Directors and Membership, as appropriate

## July/August

- Attend ISTE summer Leadership conference, if appropriate
- Preside at MEMO Leaders' Summer Retreat
- Develop official MEMO calendar
- Assume the office of Presidents during summer Board of Directors meeting
- Prepare agenda for first Board of Directors meeting of term as Presidents, including adoption of the budget and scheduling Executive Committee and Board of Directors meetings of the year as Presidents; add to MEMO calendar
- Distribute updated Policy and Procedures Manual

## **MEMO Past-Presidents Chronology of Activities, Actions and Deadlines**

### **Past-Presidents**

From the Bylaws:

The Past-Presidents will:

- a. be chair of the Nominations Committee;
- b. be chair of the Finance Committee;
- c. execute the policies and procedures of the Organization and these Bylaws; and
- d. assume the office of Presidents should that office become vacant.

Assume office: July during the Summer Board of Directors meeting

#### **July**

- Attend Finance Committee meetings during the Leaders' Summer Retreat

As scheduled:

- Attend Executive Committee, Board of Directors, and Membership meetings
- Submit agenda items to Presidents of MEMO as needed
- Monitor minutes of MEMO meetings
- Serve as Liaison to Committees as assigned by the Presidents
- Monitor budget

#### **October**

- Arrange to contact members of the Nominations Committee
- Begin to seek suggestions for office from MEMO members

#### **January**

- Communicate with the Nominations Committee
- Begin identifying nominees for MEMO office - Presidents-elect and Treasurer in odd numbered years, and Presidents-Elect and Secretary in even numbered years.

#### **February**

- Attend MEMO Midwinter conference in Alexandria
- Arrange Nominating Committee contacts with nominees for MEMO office

#### **March**

- Complete nomination process.
- Publish names of candidates for office in MEMORandom at least once prior to the election

#### April

- Work with the MEMO Secretary to hold the MEMO election. (The election must be held before May 1.) .

#### May

- Send letter to all candidates for MEMO office after the election
- Begin the Budget process
- Set meeting date(s) of the Finance Committee

#### July

- Send notice of Finance Committee meeting to Finance Committee members
- Hold Finance Committee meeting to plan budget
- Present Budget to MEMO Board of Directors for adoption during summer Board of Directors meeting

## **MEMO Secretary's Instructions**

### **Three Kinds of Meetings:**

1. Executive Committee  
Presidents; Secretary; Treasurer; Presidents-Elect; Past Presidents; Minnesota Department of Education; Minnesota Media; Administrative Assistant; and Committee making a presentation, etc.
2. Board of Directors  
Executive Committee members, Committee chairs, Region chairs, SID chairs, etc.  
This meeting/meetings are at the Leaders' Summer Retreat in late July or August
3. General Membership  
All members vote) Fall Conference

### **Minutes:**

- If person or group submits a written report, mail copies to all not attending
- Make extra copies for next meeting
- Mail minutes only to those who attended
- Always include a copy of the agenda
- Make sure you collect a clean copy of everything handed out at the meetings to send to the archives. Consult with the Presidents to determine what needs to be sent out. MEMO will reimburse for copying costs.
- Post one copy of minutes on MEMO-L.
- Mail one set of everything to the Administrative Assistant.
- Mailings are to be sent to all Region Chairs, Special Interest and State Committee Chairs plus the Executive Committee.

### **Minutes Taking --- Notes**

- Tape recordings may be used to assist taking of minutes
- Ask for restatement or clarification on motions
- Request all motions in writing
- Motions at all Board of Directors meetings and the General Membership meetings must be submitted in writing, moved by and seconded by included

### **Administrative Assistant:**

Will send to you upon request the following items:

- Complete set of Board of Directors mailing labels
- file folders
- stationary
- business-size envelopes
- voucher forms

## **MEMO Treasurer Chronology of Activities, Actions, and Deadlines**

From the Bylaws:

The Treasurer will:

- a. be a voting member of the Finance Committee;
- b. keep a record of deposits and expenditures;
- c. submit all financial records for internal audit 30 days prior to the end of office as directed to do so by the Board of Directors;
- d. submit all financial records for internal audit in alternate years;
- e. be bonded;
- f. execute the policies and procedures of the Organization and these Bylaws; and

Elected: Spring in odd-numbered years

Term of Office: Two years

Assume office: July during the Summer Board of Directors meeting

Upon assuming office in August:

- Treasurer and Administrative Assistant sign signature and change of address cards for the MEMO accounts
- Check Treasurer's and Administrative Assistant's bond; renew annually
- Prepare new budget for publication. Present current reports at Board meetings and the Fall Conference
- Become familiar with computer software currently used to manage MEMO budgets

End of Fiscal Year - June 30

- Have income taxes prepared and filed in November
- Have books audited
- Internal audit - MEMO members at end of first year of Treasurer's term
- External audit - professionally done at end of second year of Treasurer's term and held one month before the end of the fiscal year in preparation for turning books over to next treasurer (do in May or June)

On-going in a prompt, expedient manner:

- Verify vouchers
- Reconcile accounts with bank statements
- Before each Executive Committee meeting, prepare treasurers report - this includes a budget summary report and a print-out of the activity in each account
- Take several blank vouchers to meetings

Conferences:

- Check with the Conference Chairpersons and the Administrative Assistant to see if any checks need to be issued at the conference
- There will be a report to the membership at the Fall Conference; prepare copies of the budget and treasurer's report for approximately 150 members
- Conference chairs need to get the tax ID number of speaker associations or Social Security numbers of consultants and presenters who are paid more than \$599 for tax filing in January

How to label check postings:

- Put all bills for work time of Administrative Assistant under Paid Staff
- Break out postage for different areas: Conferences, Selection Policy Book, Information Connections, Committees, Regions, etc.

Extras:

- All vouchers must be signed by a conference chair, or chairperson of a committee
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- Re-check amounts of checks once they are printed out—it is easy to hit an incorrect key
- You are required to attend all conferences
- At the Leaders' Summer Retreat you meet with the Finance Committee to discuss the next year's budget
- Keep track of checkbook balance and alert Executive Committee if funds get low
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- A1099 needs to be given to the Administrative Assistant in January and to any one else to whom we have paid more than \$599 for services rendered during the calendar year
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- This also applies to MLA with whom we have an agreement for payment Lobbyist services.

## **Region Chairs**

Chairs of each of MEMO's eight regions (Northwest, Northeast, West Central, Southwest, East Central, South Central, Southeast, Metro) also serve on the Board of Directors. For a list of current region chairs, see the Membership Directory or look on the MEMO website ([www.memoweb.org](http://www.memoweb.org)). For a listing of the chairs duties, refer to the *Region Handbook* in Section VII. Leadership Information.

## **Special Interest Divisions**

To meet the unique interests of the membership, MEMO has three Special Interest Divisions (SIDs). Each SID is entitled to one vote on the Board of Directors. Current SIDs include the following:

- Commercial
- Information Technology
- Literature and Reading

## **Special Interest Divisions**

**August 2, 1996**

**Board of Directors Meeting**

**Recommendations regarding SIDs**

MEMO adopted the following procedures governing SIDs:

1. MEMO give notice to existing SIDs that currently inactive SIDs may lose their seats on the Board of Directors and may be dissolved by the Board of Directors according to MEMO Bylaws. This notice was printed in an issue of the *MEMOrandom*.
2. MEMO provide an opportunity for SIDs to meet during the Fall Conferences.
3. SIDs with no chair and no annual report or no application for financial assistance from the Board of Directors, or no evidence of activity or planned activity and failing to be represented by a Director at a minimum of one Board of Directors meeting during a MEMO year (Summer Leader's Conference to next Summer Leader's Conference) lose its seat on the Board of Directors for the following year and perhaps be dissolved by the Board of Directors. These actions to take place during the Summer Board of Directors meetings.
4. An inactive SID showing evidence of activity by electing a chair or corresponding with its members or planning an activity or requesting financial assistance to plan an activity may be reinstated by the Board of Directors and regain its seat on the Board of Directors.
5. An inactive SID or one seeking reinstatement may ask the MEMO Presidents to appoint an Interim Chair to serve until the first opportunity for SID members to elect a Chair or Co-Chairs.