

# MEMO Region Handbook

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## **Purpose Of MEMO Regions**

Geographical regions are established to promote the purpose of the Organization, to provide for the needs of its members, to represent the Region in the State Organization, and to administer the Region's activities. Regional activities are open to all members. (Bylaws)

### **Regions And Region Officers**

MEMO is divided into 11 geographic Regions.

Officers for each Region are a Chairperson, Vice-chairperson, and Secretary.

Officers serve two-year terms. Regions 2, 4, 6, 8, 10 elect officers in even-numbered years.

Regions 1, 3, 5, 7, 9, 11 elect officers in odd-numbered years. Elections are held in the spring and reported immediately to the current MEMO Presidents. The officers of the Region will take office no later than the Summer Board of Directors meeting of the election year.

### **Responsibilities Of The Region Officers**

**CHAIR:** Appoint a nominating committee which will select two candidates for each office.

Serve on the MEMO Board of Directors and attend all Board of Directors meetings or notify the MEMO secretary in writing of the person authorized to represent your Region.

Select representatives from the Region to serve on MEMO Committees, as needed.

Serve as a liaison between the MEMO Executive Committee and all other MEMO committees and the Region to keep Region members informed of MEMO activities and concerns.

- Write, publish, and mail the Region Newsletter.
- Help increase Region / MEMO membership.
- Plan Region meetings and programs.
- Submit a Region budget for the following fiscal year.
- Attend the summer Leaders' Training Workshop
- Chairpersons are encouraged to attend Executive Committee meetings.

(The above responsibilities may be shared by all Region officers.)

**VICE-CHAIR:** The Vice-Chair will assume the responsibilities of the Chair in the event that the Chair is unable to do so.

**SECRETARY:** The Secretary will record the minutes of the meetings and be responsible for any correspondence required associated with Region activities.

For additional information, see Article VII, Bylaws.

### **Membership**

Types of membership as defined in the Bylaws, Article III, are Individual, Institutional, Student, Retired, Honorary, and Complimentary. Honorary and Complimentary memberships are determined by the Executive Committee.

Anyone interested in educational media and who supports the goals of the Organization is eligible to join MEMO (Article II Bylaws)

The following types of people should be encouraged to join MEMO and attend meetings:

- School media personnel
- Media staff in colleges, universities, vocational schools
- ECSU staff
- Public librarians
- Commercial representatives

## **Communication**

### **Region Newsletter**

The Region newsletter serves as a vehicle for informing the Region membership of both Region and state activities and concerns. It should be sent to:

- Region members
- Executive Committee members
- Minnesota Media and MEMOrandom editors.
- Other Region Chairs.
- Archives Committee chair.
- Special Interest Division Chairs.
- Other interested people and potential members.

### **Minnesota Media And MEMOrandom and MEMO-L**

Send news of upcoming Region events and reports of Region events to the editor of the MEMOrandom. Assist the editor of Minnesota Media locate authors for the publication.

Be aware of copy deadlines. Check with the editor and watch for information regarding copy dates.

Post announcements, meeting dates, places, and agendas on MEMO-L

## **Administration**

### **Mailing Labels**

Mailing labels for members in the Region are available from the MEMO Administrative Assistant.

Contact the MEMO Administrative Assistant with membership questions or problems.

Members must notify the MEMO Administrative Assistant of address changes and corrections.

### **Envelopes/ Stationery**

Use official MEMO envelopes and stationery for MEMO business. They can be obtained from the MEMO Administrative Assistant.

### **Region Budget**

The Region budget is recommended by the MEMO Finance Committee and approved by the MEMO Board of Directors during the summer Board of Directors meeting.

The budget covers:

- Phone calls (charge to your own number and send copies of the bill to the MEMO Treasurer for reimbursement.)
- Postage
- Printing newsletters
- Miscellaneous meeting expenses

The budget is not to be used for meals, refreshment or lodging.

## Budget Guidelines for Reimbursement of Expenses

November 17, 1977 Minutes:

1. The following guidelines be established for reimbursements to Committees appointed by the Presidents.
  - a. The Executive Committee or Presidents should recommend that committee meetings be arranged to take place in conjunction with other professional meetings.
  - b. Committee Chairs will develop a budget to cover the needs of that committee and present it to the Executive Committee. In this budget request reimbursement for travel to [committee] meetings must be included.
  - c. No person would be reimbursed for travel to/from a meeting which is held in conjunction with another statewide conference, or regional meeting. (Fall Conference, Midwinter Conference)
  - d. Travel to and from Executive Committee Meetings not included in c.
  - e. No reimbursement would be given for meals unless provided for in the Committee budget.
  - f. Travel reimbursement will be made for mileage in excess of 50 miles at the current federal rate.
  - g. Reimbursements for travel to and from a meeting as directed by the Presidents at which the goals or the interest of MEMO are served will be charged against the appropriate budget category.

[See revision of Guidelines for Reimbursement of Expenses. Board of Directors July 26, 1994 and October 6, 1994]

Budget Policy Each Executive Committee member, Region, SID, or Committee Chair is entitled to receive a reimbursement for budgeted expenses from the Treasury. Travel expenses and such other expenses as printing costs, postage, etc., are reimbursable according to Organization guidelines for that particular project..

Budget Procedures All MEMO moneys are deposited and disbursed by the Treasurer.

Each Committee, Conference, Region, SID, and Special Project has a line item in the budget with a program number. No Committee, Region, SID, or Special Project has a separate check book.

All funds collected from membership, conferences, sale of items, or special projects are sent to the MEMO Treasurer to be deposited in the MEMO Treasury . Funds collected are credited to the appropriate Committee, Region, SID, or Special Project account. All expense reimbursements for Committee, Region, SID, or Special Projects are issued from the MEMO Treasury, with the appropriate authorization on a signed MEMO voucher from the Committee, Region, SID, or Special Project Chair or an Officer. A voucher form is available from the MEMO Treasurer.

Each Committee, Region, SID, and Special Project Chair is responsible for submitting a budget request for the following fiscal year. The Past-Presidents notifies Chairs when budget requests are due. The MEMO Board of Directors adopts the budget developed and submitted by the Finance Committee, during the Summer Board of Directors meeting.

The Treasurer's report, presented during Executive Committee, Board of Directors, and Membership meetings, is mailed to Chairs with the minutes and contains an accounting of the money spent and the

amount that remains in Committee, Region, SID, or Special Project budgets. Any chair can request an accounting from the Treasurer.

**Budget Reimbursement** Checks are written by the MEMO Treasurer upon presentation of an voucher and in some instances accompanied by an invoice signed by the Committee, Region, SID Chair, or other authorized individual. Requests for funds from the MEMO Treasury exceeding the budgeted amount must be approved by the MEMO Board of Directors before funds are released. Further information is found in the MEMO Policy and Procedures Manual.

### **Vouchers**

Vouchers must be signed by the Region Chairperson and receipts must be attached. Vouchers and attached receipts are sent to the MEMO Treasurer for reimbursement.

### **Region Notebook / Scrapbook**

Keep a notebook or scrapbook of Region newsletters, activities and important correspondence to be passed on to succeeding officers. Older materials should be sent to the Archives Committee chair.

### **Public Relations**

Arrange for coverage of your meetings in area newspapers. Send copies of news clippings to the MEMO public relations committee chairperson.

### **Meetings And Programs**

Two to four Region meetings each year are recommended. The exact number will be determined by tradition and what the Region membership demands.

Moving the meeting site around the Region will help attract new members and encourage attendance and involvement. Ask a member in the location chosen to act as a host or hostess for the meeting.

Be aware of other MEMO conferences when setting dates.

Send dates of meetings to the Presidents for the MEMO Calendar.

### **Sample Meeting / Program Agenda**

Wine and cheese reception / exhibits

Announcement of upcoming MEMO state events, committee activities, deadlines for applications, reports, copy deadlines, etc.

Greetings or presentations by MEMO Executive Committee members, committee Chairs present.

Dinner

Program / speakers

Invite the MEMO Presidents to your meetings!

4/81. Revised 8/95.