

PROCEDURE MANUAL

The Manual Chair is responsible to issue the annual revisions as approved by the Executive Board. The revisions are provided via email to the six (6) Officers, the Archivist and to the Webmaster. They are posted on the website for the Executive Board and the Member Clubs. The Chair prepares and emails the annual State Rep packet.

State Rep Packet: The packet is updated annually. It is emailed to the State Reps immediately after the State Meeting and posted on the website.

- The following information is included: the State Rep Guidelines, the Super State Rep's Award Guidelines, Club Stats and Dues Form, MS Scholarship info sheet, Information for the Chaplain Form, the Research survey, Unity Project Article form, Twin Data-Registry form.

Revisions: The Procedure Manual is updated as needed.

- Pages are identified with the year of the revision at the bottom right corner.

Website: Work with the Webmaster to maintain current updates.

Badges: are collected at the conclusion of the Saturday General Meeting and are distributed to the board members at the Sunday Executive Board Meeting.

Inventory list: An inventory of the badges is taken at each Executive Board Meeting. The Chair provides new badges when needed.

New badges: badges are ordered as needed.

- Order the "Past President" badge with the outgoing president's name and years of service printed on it.
- Order the "Super State Rep" gold bars by **April 1st**. Consult the Vice President for number of bars needed. Order must be received before the State Meeting.

Order for Badges and Super State Rep gold bars: order from Recognition Experts/Peter Whitbeck (in Rochester) @ www.recognitionexperts.com

Expenses: Submit a voucher with the receipt for badges and SSR pins purchased. The payment for these bills is sent directly to Recognition Experts.

Newsletter articles are submitted for the Presidential Papers to inform the membership about procedural updates.