

## NYSOMOTC

**Procedure Manual** 

## **TABLE OF CONTENTS**

INTRODUCTION GENERAL PROCEDURES for the EXECUTIVE BOARD MEMBERS BYLAWS STANDING RULES

ELECTED & APPOINTED OFFICERS PRESIDENT VICE PRESIDENT RECORDING SECRETARY TREASURER ADVISOR PARLIAMENTARIAN

STANDING COMMITTEES ARCHIVIST AUDIT CERTIFICATES CLUB SCRAPBOOK PAGE CONTEST LIBRARIAN MARIE SIMMONS SCHOLARSHIP FUND

- CHAIRPERSON
- TREASURER/VICE CHAIRPERSON
- COMMITTEE

• FUNDRAISER MEMBERSHIP PINS MIDTERM EXECUTIVE BOARD MEETING MINUTES APPROVAL NEWSLETTER CONTEST

NEWSLETTER EDITOR NOMINATING

- CHAIRPERSON
- COMMITTEE
- EXECUTIVE BOARD ELIGIBILITY REQUIREMENTS NYSOMOTC NAME & LOGO PAST PRESIDENT PHOTOGRAPHER PROCEDURE MANUAL REFLECTIONS RESEARCH/TWIN DATA REGISTRY STATE MEETING • CHAIRPERSON

GUIDELINES

GUIDELINES
STATE MEETING LIAISON
STATE/NATIONAL LIAISON
STATE REPRESENTATIVE
TELLERS
TWIN PHOTO REGISTRY
UNITY PROJECT
WAYS & MEANS
WEBSITE
• SOCIAL MEDIA COMMITTEE

## ADDITIONAL ITEMS

CLUB DUES & STATISTICS BOARD JOB DESCRIPTIONS RESUME TWIN DATA REGISTRY NYSOMOTC LETTERHEAD EXPENSE VOUCHER MEMBER NEWS for the REFLECTIONS CHAIR STATE MEETING LOAN EQUIPMENT TRANSFER FINANCIAL TRANSMITTAL

Rev/2023