

INTRODUCTION

- The NYSOMOTC Procedure Manual is provided for general information and use by the Executive Board and the Member Clubs.
- The NYSOMOTC retains ownership of the manual and updates it as needed.
- Our goal is to clearly define the duties and responsibilities of the positions within the NYSOMOTC, to benefit the members and the organization as a whole.
- Procedures for the Executive Board are revised on a regular basis. Board members may notify their proposed changes to the President.
- Upon approval of the Executive Board, the revisions are prepared and distributed by the Procedure Manual Chair.
- The manual updates are emailed to the Officers, the Archivist and the Webmaster.
- The current Procedure Manual is on the website. The passwords are:
Board Members Password: **Xqtiv56** Club Members Password: **LcL2526**
- The General Procedures for the Executive Board Members follow on the next page.

General Procedures for the NYSOMOTC Executive Board Members

Members of the Executive Board:

- Attend the Executive Board Meeting(s) on Friday & Sunday of the annual State Meeting (Spring) and Midterm (Fall)
- Upon accepting a new position: Meet with the outgoing officer or the previous committee chair to review any unfinished business and receive files or materials pertaining to their position.
- The Officers obtain the Procedure Manual, badge and file box from the previous officer or from the Manual Chair.
- Board Members may access the Procedure Manual online to review the General Procedures, the Bylaws, Standing Rules and the specific duties of their board position.

File Box: At the end of your term of service, turn over the file box and other NYSOMOTC materials to the incoming Officer or Standing Committee Chair or to the Procedure Manual Chair. Include the following:

- **Procedure Manual:** an updated hard copy is retained only by the six Officers, the Archivist and the Manual Chair
- **Badge:** to be worn at all meetings.
- **Official Minutes:** the Executive Board and State Meetings' Minutes of the past two (2) years.
- **Activity Reports & Expense Vouchers:** retain the past two (2) years.
- **Correspondence:** e-mails or letters sent/received by the officer or chair.
- **Materials** pertaining to your board position.

Archives: Documents in your file box older than two (2) years should be placed in a manila envelope, identified with the board position, the years, and turned over to the Archivist at any of the Executive Board Meetings. No need to include Minutes, Directories or past issues of the Presidential Papers.

Board Meetings: The Executive Board - consisting of the four (4) Elected and two (2) Appointed Officers, the Standing Committee Chairs, the Committee Members and Past Presidents are expected to attend the Midterm Executive Board Meeting on the third Saturday of October, the Friday and the Sunday Executive Board Meetings at the annual State Meeting.

- When unable to attend, notify the President and send an activity report.
- If not continuing as a board member, notify the President and arrange the prompt return of all NYSOMOTC materials in your possession.

Activity Reports:

- Officers and Standing Committee Chairs prepare and present an activity report during their term of service
- Email a copy to the Webmaster by the submission due date.
- The Webmaster coordinates the Power Point presentation and the printing of said reports for the meetings.
- Retain a copy of the report in your file.

Notifications/Correspondence:

Communication between the Executive Board and the Member Clubs is done via the Presidential Papers and by Electronic Mail.

- Type *NYSOMOTC* on the subject line of the email.
- Reply within one (1) week.
- Retain a copy of all official correspondence in your file.

Expenses: Expense Voucher form is prepared in triplicate. Original and two (2) copies with receipts copied.

- Attach receipts to the original voucher form.
- The original and one (1) copy are sent to the President for her approval.
- The President forwards the original voucher to the Treasurer, who issues your refund.
- Retain a copy of the voucher in your file.

Advances are requested for expenses with the approval of the President.

- Submit the voucher and receipts (as stated above)

Officers' Refundable Expenses: The registration and luncheon fees at the annual State Meeting for the six (6) Officers are paid to the Host Club by the NYSOMOTC Treasurer.

- The President's lodging for the Midterm Executive Board Meeting: **S.R. 1 Meetings Letter B iii One (1) night's lodging for the President, in a standard room, and their registration fee for the Midterm Executive Board Meeting, shall be paid by the State Treasury.**
- The President's lodging at the State Meeting: **S.R. 1 Meetings Letter B ii - If after negotiations by the host club with the hotel for three (3) nights free for the President's room are proven unsuccessful, NYSOMOTC will cover the cost of the President's room.**

Procedure Manual: The proposed revisions are approved by the Executive Board and prepared by the Procedure Manual Chair.

- The updates are emailed to the Officers, the Archivist and the Webmaster.
- The current Procedure Manual is available on the Website (www.nysomotc.org)

Newsletter Articles: Send to the Editor by the designated deadline for each issue of the Presidential Papers.

- Retain a copy of the article in your file.

Resignation: Promptly notify the President in writing. The files and any other NYSOMOTC property must be returned to the President or the Procedure Manual Chair no later than the next Executive Board Meeting, following your resignation notice.