

ALTA STANDING RULES

<p>OFFICIAL ALTA Standing Rules Approved by the Board on Wednesday, April 5, 2006</p> <p>OFFICIAL ALTA Standing Rules Revised and Approved by the Board on Wednesday, June 18, 2008</p> <p>OFFICIAL ALTA Standing Rules Revised and Approved by the Board on August 21, 2013</p> <p>OFFICIAL ALTA Standing Rules Revised and Approved by the Board on November 13, 2013</p> <p>OFFICIAL ALTA Standing Rules Revised and Approved by the Board on January 21, 2015</p> <p>OFFICIAL ALTA Standing Rules Revised and Approved by the Board on January 1, 2020</p>	
Examination of Financial Records	Examination of the financial records are scheduled and conducted annually by a CPA. The final report is presented to the Board as soon as it becomes available. The report and board responses to same are to be included in the Board Minutes. A volunteer committee of ALTA members will also review the financial record, to include records where cash is collected, i.e. raffle, by the end of the 1st and 3rd quarters of each year. The bank statements, checks, cash deposits, etc. will be reviewed. The review findings will be reported to the board and will be included in the Board Minutes.
Board Meetings	Board approved modifications of the Officer/Board member requirements concerning board meeting attendance under the "Standard Policy" as follows: If two (2) consecutive Board meetings are missed, the Board Member may be asked to tender their resignation unless a Board decision is made regarding extenuating circumstances.
Board Meetings and Meal and Parking Reimbursement	There is a standing rule regarding attendance at Board meetings. Each board member is expected to attend all of the board meetings. Each year, the board will determine if ALTA will pay for or subsidize meals and non-alcoholic beverage if the meetings are held where meals are served. No parking will be paid when free parking is available.
Luncheon/Seminar Outstanding Payments	The Treasurer will send billing statements via email and/or certified mail to unpaid luncheon/seminar attendees within two (2) weeks after the event. The Treasurer will coordinate the outstanding payment list with the Corresponding Secretary prior to sending the statements to ensure accuracy of our records. The bill will cite that the outstanding payment must be paid within 10 days of receipt of the bill. If the bill is not paid within 10 days, the Treasurer will send a list of unpaid attendee that they will not be allowed to attend future luncheon/seminars until the outstanding bill is paid and that membership status may be terminated at the next board meeting by a vote of the board.
Checks to NALTA	Effective with 2014 Membership Registrations, ALTA will no longer accept joint ALTA/NALTA memberships and no checks to NALTA will be necessary.
Job Postings on ALTA Website	No job postings will be made for direct employment agencies or for individuals hired specifically to handle employment search responsibilities for the company seeking to fill a position. There may be special consideration given in the event someone is willing to pay for this service, but this will be the exception, rather than the rule.
Lunch Meetings	<p>Each Board Member has a standing reservation for the monthly luncheon. If unable to attend, cancellation of the reservation is required or the cost of the luncheons will be billed to the Board Member.</p> <p>Effective with the April 2012 luncheon meeting, the luncheon fees were increased to \$35 for Members and \$38 for Non-Member. Corresponding Secretary will always reserve two (2) tables for Board Members, Speakers, and any overflow attendee, if seats are available at the 2 tables. No one will be turned away from the luncheon.</p> <p><u>Payment methods:</u> ALTA's preferred method is Pay Pal or Check (Company or Personal).</p> <p><u>Walk-in Policy:</u> If a reservation is not made prior to the deadline (as stated on the websites and notifications), the attendee will be classified as a "walk-in". All "walk-ins" must provide payment or proof of online payment for the luncheon and/or seminar at check-in.</p> <p><u>Cancellation Policy:</u> Cancellation of any registration must be received via email addressed to the Corresponding Secretary by the Friday prior to any event.</p> <p><u>Substitution Policy:</u> Registered guests are allowed to send a replacement if the deadline to cancel has passed. The person replacing the registered guest must present payment at check-in or proof of online payment in the original reservation name.</p>
Lunch Meeting Door Prizes	Two (2) \$25 gift cards or cash will be awarded at each luncheon, with the exception of the December Holiday Luncheon.
Membership Meetings No-Shows	Statement of unwritten policy to bill "no-shows" shall be placed in each luncheon notice email and in each newsletter edition.
Monthly Meeting Notification Reminders	The Education Director and Corresponding Secretary positions are responsible for coordination of email notifications for upcoming luncheon and seminars. If no speaker has been finalized at the time notices are to be sent, insert "To Be Announced" in the appropriate location.
NALTA Liaison	If the NALTA Liaison's company is unwilling or unable to pay for travel and hotel expenses. to/from NALTA board meetings, ALTA will pay for these expenses. Airfare will be Economy travel and reservations should be made 21-30 days in advance of the NALTA board meetings to get the best discounted rates. ALTA pays expenses to/from NALTA Board Meetings.

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Newsletter (Quarterly)	The newsletter is prepared by 2nd Vice President and shall be reviewed by the President prior to downloading it to the Website.
Payables Requiring Board Approval	Payables over \$100 (not included in the annual budget) shall be approved by the Board.
Annual Budget	A proposed annual budget is reviewed and approved by the Board in the 1st quarter of each year. The purpose of the approval budget is to facilitate the process of handling the routine and recurring expenses of the organization without prior approval of each item by the Board.
Treasurer's Report (Annual)	Final Treasurer's Report shall be printed in 1st Newsletter following the end of the calendar year.
CPLTA Liaison(s)	The person or persons holding this position are designated for twenty-four months by the current ALTA Board of Directors. This position is responsible for the communication and coordination of all CPLTA related issues, including renewals, manuals, reviews and testing, approving education points on the NALTA Online Program, etc. for ALTA local chapter CPLTAs. A more detailed job description is provided at the list of job description for each ALTA Board Position.