

## Access to all documents/data bases?

### RMABA Standard Operating Procedures

1. Background. The SOP define RMABA's basic methods of operation.
2. Purpose. To assure consistency, continuity and clarity and delineate responsibility and authority for RMABA officers and committees.
3. Responsibilities of officers (Executive Committee)
  - A. President
    - a. Presides at all meetings; issues agenda at least 10 days in advance of meetings
    - b. Approves all contracts and any expenditure of more than \$200
    - c. Assigns executive officers in the event of an absence in the executive committee  
(President/VP/Treasurer/Secretary)
    - d. Assigns chairpersons and members of committees as needed
    - e. Approves budget
    - f. Arranges for audits
    - g. Serves as primary spokesperson
  - B. Vice President
    - a. Presides at meetings in President's absence
    - b. Serves on any or all committees at his or her discretion, or at invitation of committee chair
    - c. Performs any other duties as requested by the President
  - C. Treasurer
    - a. Collects all payments/revenue for RMABA and pays all bills, **unless authority is delegated with approval of Executive Committee**
    - b. Submits appropriate financial reports
    - c. Maintains membership roll of all members
    - d. Provides tax return, as required

- e. Participates in audits, as needed
- D. Secretary
  - a. Keeps/creates minutes of all RMABA and Executive Committee meetings
  - b. Keeps bylaws and SOP up to date and ensures availability of bylaws and SOP to all members
  - c. Keeps a roll of all committee members and chairpersons
  - d. Sends notices of meetings
  - e. Handles correspondence, including RMABA email account
- E. Immediate past President
  - a. Casts tie-breaking Executive Committee vote, if needed
- F. Committees
  - a. Book Fair
  - b. Bylaws
  - c. Technology
  - d. Scholarship
  - e. Membership
  - f. Communication and Development
  - g. Budget
  - h. Professional Conduct
- G. Budget
  - a. The Budget Committee establishes a yearly budget, based on input from the Executive Committee and Committee chairs.
  - b. The Executive Committee approves the budget.
  - c. All funds must be dispersed through the Treasurer, or the Treasurer's designee(s) with Executive Committee approval.
  - d. All expenditures must have a receipt.
  - e. Committee chairs are allowed to spend/contract for expenditures of up to \$200 on their own; \$1,000 with Executive Committee approval. Any expenditures over that amount must approved by a majority of the

membership unless otherwise accounted for in the budget.

- f. Any contractual relationships can be approved only with the concurrence of the applicable committee chairperson and a majority of the Executive Committee.
- g. Any changes in the dues structure must be approved by a vote of the membership.
- h. No funds may be dispersed for goods and services to another RMABA member without the approval of the Executive Committee.

#### H. Membership

- a. The Membership Committee recruits new members and reviews applications for new members.
- b. When the Membership Committee receives an application, it first agrees whether or not the applicant meets membership requirements.
- c. If the applicant meets membership requirements, the Membership Committee notifies the membership of the application and may solicit more information from the applicant's sponsors and the Executive Committee. It may ask for input from other members who may know the prospective member.
- d. The Membership Committee asks members for a vote, then either approves or disapproves of the applicant within 30 days of application.

#### I. Book Fair

- a. Plans, executes, and evaluates any and all RMABA-sponsored book fairs
- b. Coordinates and collaborates with other fairs, as possible.
- c. Contracts for facilities and contractors, as needed
- d. Makes available for inspection to any member any fair-related documents, as requested
- e. Develops yearly budget

- f. Shows preference to RMABA members in pricing, booth placement and other considerations
- J. Technology
  - a. Recommends, acquires and maintains technologies to further the goals of RMABA
  - b. Maintains website
  - c. Manages email and other electronic distribution lists
  - d. Develops yearly budget
- K. Scholarship
  - a. Sets criteria for any and all scholarships RMABA awards
  - b. Assigns a third-party to mask the identity of applicants so that the selection process is blind
  - c. Evaluates applicants, selects scholarship recipients
- L. Communication & Development
  - a. Provides content for RMABA website and other outward-bound communication
  - b. Develops member recruitment materials in coordination with Membership Committee
- M. Professional Conduct (ad hoc committee)
  - a. Arbitrates claims of ethical violations from customers or other RMABA members or bookselling organizations
  - b. Educates members on ethical practices
  - c. Arbitrates problems between members, as requested. Any grievance must be in writing.
  - d. Determines action, or dismisses complaint.
  - e. Establishes procedures for censure, suspension or termination.