

Chapter Policies

The policies herein govern aspects of chapter management as delegated within the Chapter Bylaws. The purpose of these policies is to grant the chapter greater flexibility and agility in managing affairs to meet the needs of its members and to facilitate efficient management in times of both expansion and contraction.

1. IIBA Chapter Standards

- 1.1. IIBA maintains a set of chapter standards which the leadership team should review at least annually to ensure compliance.
- 1.2. IIBA Kansas City will maintain compliance with chapter standards. Policies in this document may exceed the chapter standard but must always at least meet the standard.
- 1.3. This document may cover policies that are not addressed in the chapter standards, so long as they do not conflict with local, state, national laws, or IIBA standards or policies.

2. Updating Chapter Policies

- 2.1. Chapter policies may be updated through discussion at a properly documented leadership team meeting. Changes shall be approved by vote, acclamation or consensus of the majority of Chapter leadership team members, so long as at least one Board member (President, Secretary, or Treasurer) is present.
- 2.2. These policies will be publicly available to any chapter member, and maintained on the kansascity.iiba.org website.

3. Chapter Documents and Documentation

- 3.1. Chapter documents must be kept in the chapter GSuite drive assigned by IIBA.
- 3.2. As dictated by national, state, or local law, hard copies of some documents may be required. Chapter documents on paper shall be maintained by a Board member and passed on to another current Board member upon exiting the role. Who keeps the records at any given time is less important than that their whereabouts are known and they can be retrieved at will.
- 3.3. Leadership team members will be assigned a role-based email address which they are expected to use for all chapter business.
- 3.4. Ad hoc committee members may be assigned an email if deemed necessary to perform the work. All correspondence related to that work should be executed through the assigned email.
- 3.5. Unless a specific tool is mandated by IIBA, the chapter may use whatever productivity tools it chooses to do its work.

4. Notice of Meetings

Supplemental to Bylaw 5 Section 1.

- 4.1. Notice of an Annual General Meeting must be published 60 days ahead of time and conform to state law.
- 4.2. Notice of chapter meetings should be published 3 months in advance on the IIBA community calendar, in compliance with IIBA Chapter Standards. The standards mandate publicizing the date and time. Additional details may be provided closer to the date of the event.
- 4.3. Other events may be published at the discretion of the leadership team but 3-4 weeks advance notice is usually optimal.

5. Voting Policies

Supplemental to Bylaw 5 section 2

- 5.1. Voting policies and procedures must be accessible by the membership at any time, ideally through maintaining these on the chapter website.
- 5.2. Voting policies may not be changed without notice given to the members.
- 5.3. Voting policies may not be changed more frequently than annually.

6. Officers and Directors vs Leadership Team

This section supplements Bylaw 6 and Bylaw 7

- 6.1. The IIBA Kansas City Chapter bylaws distinguish between Board members, which are officers required by the state of Missouri to maintain incorporation, and leadership positions, which may be defined by the needs of the chapter as it grows and contracts. Officers who hold these titles at the State level are the primary points of contact for the chapter. As such their home addresses are required to be kept on file with the state.
- 6.2. IIBA requires at least 3 officers to maintain compliance; they recommend President, Secretary and Treasurer (Chapter Operations standards 3.1.2).
- 6.3. If the role is functionally vacant, a leadership team member (aka a chapter officer) may hold a functional role (e.g. marketing) but for purposes of State compliance, may also be listed as “Secretary” in the annual filing.
- 6.4. Non-state mandated leadership team roles may be created or retired as needed.
- 6.5. Officers-elect. Officers are elected in August for the next calendar year. This gives current officers time to train and help with the transition.
- 6.6. Officers-elect immediately become members of the leadership team (Bylaw 6). If the officer-elect is filling a vacant role, they may immediately assume those responsibilities, as

outlined in the bylaws (Bylaw 7, section 7). If the officer-elect is replacing a current officer, they officially assume responsibility for those duties in January.

- 6.7. The immediate past president may serve as an advisor (emeritus) but has no voting authority on the leadership team.

7. Filling leadership team roles

- 7.1. Appointments. As outlined in Bylaw 7, section 7, the leadership team may appoint someone to fill the role until the next election.
- 7.2. Affirmation - when one person volunteers to fill a role in between elections, and is the only person to volunteer for the role during the election cycle, this person can be affirmed, rather than elected. This terminology simply acknowledges that often there is no election competition for the role.
- 7.3. At the leadership team's discretion, a volunteer may assume a role in an "Acting" capacity for a period of time to try out the role. At the end of that time, commonly 90 days, if they want to continue they will take on the role permanently until they are elected or affirmed.
- 7.4. Conflicts of interest - At all times leadership team members should avoid conflicts of interest or the appearance of such. IIBA discusses this at greater length [here](#).

8. Financial policies

These policies supplement Bylaw 10.

- 8.1. The president shall have discretionary authority to spend up to \$150 of chapter funds at a time without prior approval.
- 8.2. Access to chapter funds - at all times at least two people (generally the president and treasurer) should have access to chapter funds. Specific procedures for how to transfer accounts to new chapter officers are documented in the chapter procedures.
- 8.3. Budgeting - The president and treasurer should work together to present a budget for approval by the leadership team annually. This information is also reported to the IIBA annually.
- 8.4. IIBA Kansas City is an incorporated not-for-profit in the State of Missouri.
- 8.5. It shall be the responsibility of the Treasurer and the President to ensure that the annual federal form 990 postcard is submitted by the due date annually. A copy of the submission should be kept in the IIBA Kansas City Google Drive.
- 8.6. Auditing (Bylaw 6 Section 4) - Submitting the books for audit means:
 - 8.6.1. The leadership team has access to and may question the bank balance, how chapter funds were spent and satisfy themselves as to the accuracy of the recordkeeping.
 - 8.6.2. The Treasurer, or leadership team if the treasurer role is vacant, will comply with any request from IIBA global with regard to chapter expenses and budget.
- 8.7. Bank statements should be downloaded and stored on the chapter Google Drive monthly.

9. Committees

- 9.1. Committees may be formed ad hoc to support short or long-term efforts. Examples of ad hoc committees are the BADD planning committee and the Election Committee.
- 9.2. Any IIBA Kansas City chapter member may be part of an ad hoc committee, whether they already hold a leadership team position or not.
- 9.3. Committees should be self-organizing once the need and members have been identified.
- 9.4. A representative from the committee will be asked to report their progress at leadership team meetings as needed for the duration of the committee.
- 9.5. The IIBA Kansas City Advisory Board is an ad hoc committee made up of past chapter presidents. Membership is optional and at the invitation of the Chapter president. The purpose of the Advisory Board is to provide insight and strategic advice to the current chapter president and vice president.