

State-Wide Conference to be held every 2 years

Annual Membership Renewals to be Mailed out by May 1

Deadline for Membership Renewals is July 31. If not paid, they are no longer in good standing.

Membership is July 1 to June 30 calendar year.

Members Joining after January 1: One half of membership dues are assessed; Credit issued for following years membership.

Members with Ethics Violations; active membership status shall be reviewed by the Board within 30 days of reported infraction. After meeting of said member and Board, a determination will be issued within 90 days.

ELECTIONS

Administrative Secretary shall solicit the candidates for election during March each year.

Even Years: Recording Secretary, Delegate at Large, Librarian/Historian, Delegate B to RAA

Odd Years: President, Vice President, Administrative Secretary, Treasurer, Delegate A to RAA

FINANCIAL

Checks over \$500 shall require 2 signatures.

Home office shall receive funds and send copies of all deposits to Treasurer.

Outside Activities:

Members wishing to use IRW Logo; or represent REFLEXOLOGY at Health Fairs, Community Events shall take the following into consideration: Display accurate information of your credentials; Dress for Success- Keep a Professional Appearance, clean and well groomed; Keep your booth or work area neat and orderly. Secure all necessary permits and meet requirements per Host site. Have adequate supplies on hand: Sanitation items (cleaning wipes, paper towels, waste basket) Brochures, Business Cards etc.

OTHER:

DUTIES of OFFICERS

May 14, 2016

President: Promote and Represent IRW. Coordinate, Supervise and conduct activities and operations of Corp.

Keep BoD fully informed, and consult with them concerning activities of Corp. See that all orders and resolutions of the BoD are in effect.

Vice President: shall fill in for the duties of President as necessary;

VP shall Chair at least one standing committee. Contribute to Board development.

Act as liaison with other State leaders/organizations.

Administrative Secretary: Receive all correspondence sent to Corp and respond as necessary or forward to appropriate party for reply.

Chair the Membership Committee.

Act as Liason to Membership and assist with mailings.

Keep Membership Databases up to date.

Solicit candidates in March for May Elections.

Recording Secretary: Record all Business conducted during all mtgs of BoD and member meetings, including conference calls.

Send all Minutes to BoD within 14 days of mtg.

Keep minutes of all such meetings in books prepared specifically for that purpose as a permanent record of Corp.

Attend to the processing of all Official Notices and care for original Historical Documents and Records of Corp.

Treasurer:

Balance checkbook monthly and send report to Board within 15 days of receipt of statement from bank.

Maintain all Bank Statements, and keep Accounting of Income/Expences. Prepare records for tax purposes.

Prepare Annual Financial Reports and send to BoD at least 30 days prior to Annual mtg;

Director at Large: Serve on BoD and fulfill duties as assigned by President.

Chair at least ONE committee and work on schedule; Assist officers as necessary.

Librarian/Historian: Maintain record of Photos and Historical Records of the Corp activities during their term of office. These, when approved by members, will become part of permanent records of Corp.

RAA Delegate:

Share ideas, knowledge, skills, experiences, insights and develop ideas and projects based on the needs of IRW members through the RAA BoD that will benefit and strengthen both groups.

Act as liaison between RAA and IRW.

Maintain membership in both State org and RAA.

Inform BoD and membership of changes or proposed changes of Laws regarding Reflexology.

Serve on at least one RAA committee.

Be present at monthly conference call and vote on RAA issues, attend other mtgs as necessary.

Social Media: Maintain Face Book site;