

Minnesota Bluegrass & Old-Time Music Association, Inc.
Official Policy of May 1, 2001

All Board Members
All Committee Members
Executive Director
General Members

POLICY NUMBER ONE

This is the first in what is to be a series of documents laying out policy for the Minnesota Bluegrass & Old-Time Music Association, Inc. (MBOTMA). It is appropriate to start with some definitions.

policy: a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions. (Webster's New Collegiate Dictionary)

The purpose of policy is to help an organization achieve its goals by providing ready-made decisions for routine or infrequent tasks. Policy provides a foundation for uniform decision-making, and it provides consistency from year to year. Good policy which is easy to understand and rigorously enforced expands what MBOTMA can accomplish.

POLICY COMMITTEE

MBOTMA now needs a Policy Committee to operate. The Chair of this Committee ("Policy Chairperson") will be appointed by the President of the Board. The Policy Chairperson must be a Board Member who reports to the President of the Board. The various duties and responsibilities of this Chairperson are outlined in this document. The Policy Chairperson may select any number of assistants.

The Policy Chairperson is expected to become familiar with the laws and regulations governing the operation of non-profit corporations, and to know pertinent legal information.

CREATING POLICY

Policy may be authored by any member of MBOTMA. Ideas for policy may be suggested to the Policy Chairperson; however it is not expected that every suggestion will be acted on. Highest priority will be given to policy proposals submitted in a complete format, then to written suggestions and last to verbal suggestions.

All policy regardless of author is first submitted to the Policy Chairperson. The Policy Chairperson will help those unfamiliar with the process to formulate their proposals.

The Policy Chairperson reviews the proposed policy to insure it does not conflict with other policy, the Bylaws, or general laws and regulations regarding the operation of a non-profit corporation.

Finding a conflict, the Policy Chairperson will return the proposed policy to the submitter with an explanation of the conflict. The submitter may then revise and resubmit.

Finding no conflicts, the Policy Chairperson will bring it to the Board with a motion for approval. Provided there is a second, the board begins discussion. If the submitter is present and agrees, revisions may be made to the policy. Otherwise, the only minor corrections are allowed, and revisions to the submission may be suggested to the submitter via the Policy Chairperson.

Once discussion is complete, a vote is taken, and immediately on approval becomes Official Policy and is distributed to the general membership by mailing, publication in the organization's magazine, or publication on an approved MBOTMA website.

Policy not approved by the board is returned by the Policy Chairperson to the submitter with any comments that Board Members wish to pass on.

REVISIONS, CANCELLATIONS

Revisions to current policy may also be suggested by any member of MBOTMA, and are dealt with in the same manner as new policy. Revisions must be submitted with the reason for revision, along with a copy of the proposed revised policy. A copy of the old policy must be included showing deletions stricken (~~example~~) and insertions underlined (example).

To cancel policy, a MBOTMA member must submit to the Policy Chairperson a request for cancellation, giving reasons for such an action. This is then submitted to the Board with a motion to cancel the policy in question, and if the motion is approved the policy is cancelled at once.

CONFLICT

Policy ranks high in the governing of MBOTMA actions.

Federal or State Laws regarding corporate activity are superior to organizational Bylaws. Bylaws are superior to policy. Any policy conflict with either of these is to be brought to the attention of the Policy Chairperson by providing the title of the questionable policy with reference to the section of the bylaws or law with which it conflicts. This conflict will be considered the reason for revision, and a revised policy must be submitted by the Policy Chairperson to the Board like any ordinary revision.

REJECTIONS

The Policy Chairperson in reviewing submissions does not reject proposals for any other reason than the conflicts stated above. Nor does the Policy Chairperson *approve* policy, but only *authorizes* it as not in obvious conflict with other policy or laws. It is the *Board* which approves or disapproves policy according to its view of the needs of the organization.

If a policy or revision is submitted to the Policy Chairperson and rejected, the submitter may make changes and resubmit.

APPLICATION

Once a policy has been approved, it is to be implemented. It is in effect until it is revised or cancelled as described above.

Questions about the application of policy should be submitted in writing to the Policy Chairperson. The Chairperson should respond and provide a written record of such responses to the Board. Any policy which is frequently questioned should be revised for clarity in the usual manner.

Submitted by
Brian Fesler
MBOTMA Policy Chairperson

Authorized by
Brian Fesler
MBOTMA Policy Chairperson

Approved by
MBOTMA Board of Directors

For the Minnesota Bluegrass &
Old-Time Music Association, Inc.