

TITLE: IALLA RULES and REGULATIONS Manual

INTENT: This manual has been prepared to facilitate the activities of the Executive Board of Directors (Board) of the International Association of Lemon Law Administrators (IALLA). The Bylaws of IALLA designate that the Board shall have certain specific duties and powers. Additionally, the Board transacts all business affairs, not otherwise provided for in the Bylaws. The Board members must be knowledgeable of the various responsibilities, avenues of communication and organizational policies. Overall purposes of the Manual (adopted October 2010) are to:

1. Promote efficient and effective management of IALLA.
2. Acquaint present and future officers and directors with administrative structure and delegation of responsibility of IALLA.

AUTHORITY: Article VI, Section 3. “The Executive Board shall supervise and direct the affairs of this Association, shall determine its policy, shall actively promote its objectives, and shall supervise the disbursement of its funds. The Executive Board may adopt rules and regulations for the conduct of its business and may delegate its authority to appointed officers”.

INTRODUCTION: This manual has been developed to outline Rules and Regulations adopted by IALLA.

1. All Rules and Regulations adopted at Board meetings must be printed separately and attached to the minutes of that Board meeting.
2. The Board must approve any modifications of the Rules and Regulations. The list of Rules and Regulations will be evaluated and revised annually to reflect changes made by approved motions of the Board.

CONTENT:

1. Fiscal Year: The fiscal year of IALLA will be from January 1 through December 31 or such other period as is recommended and approved by the Board.
2. Dues: Annually, the Board will review and determine the amount of the annual dues payable by IALLA members. The amount of the annual dues will be announced at the annual business meeting and made part of the minutes of the meeting for the record.

The VP for Corporate Relations and Membership will contact members during the first three months of the renewal period for payment of dues.

3. Nonpayment: When any IALLA member shall be in default in the payment of dues for a period of three months from the beginning of the fiscal year, or the period for which such dues become payable, membership may be placed on inactive status.

4. Active Member Status: An active member is an IALLA member who has paid his or her current annual membership dues.

5. Emeritus Attendance Rule: If any Emeritus member does not attend at least two of any of the following: Board or Committee or other meeting, or seminar or forum or webinar or conference in any one calendar year, he or she shall be deemed to have resigned from office.

a. A reminder letter will be sent to the Emeritus member on or about June 1st of the calendar year when the member has not attended at least one meeting. The letter will be sent requiring a response within two weeks. (*See attached proposed letter*).

(Current Emeritus members who have not attended two Board, committee or other meetings or seminars, forums, webinars or conferences over this past calendar year will be contacted starting January 2011).

Dear [Emeritus Member]:

Our records indicate that you have been an Emeritus Member of the International Association of Lemon Law Administrators (IALLA) since [DATE]. Recently, the IALLA Board of Directors (Board) adopted Rules and Regulations concerning Emeritus Membership. “Emeritus Membership” is granted to encourage an individual to maintain involvement in the ongoing affairs of IALLA and to enable the Emeritus Members and the association to mutually benefit. When an individual is granted Emeritus Membership, the association recognizes that the individual may now take a less active role; however, the Board believes that a minimum level of participation and contact from its Emeritus Members is important. Therefore, the Board has determined that an Emeritus Member must attend at least two [*regularly scheduled meetings, seminars, forums, webinars or conferences*] in a twelve-month period in order to maintain Emeritus Membership in IALLA. This continued participation allows the Emeritus Members to keep abreast of progress in the field of Lemon Law administration, participate in association events and activities, and, importantly, contribute insights based on years of experience.

We are dedicated to maintaining contact with our Emeritus Members. To retain Emeritus Membership with IALLA, please contact the VP of Corporate Relations and Membership [NAME AND E-MAIL AND PHONE] within two weeks from the date of this letter. If a response is not received, Emeritus Membership will be revoked. Your past contributions enriched IALLA. We look forward to hearing from you soon.

Sincerely,

[NAME]
[TITLE, on behalf of the Board]
[ADDRESS]
[PHONE]
[E-MAIL]