



POLICIES AND PROCEDURES

PROGRAM SPONSORSHIPS

All program sponsorships should be received by Leadership Pasco a minimum of one week before the sponsored event in order to allow for announcements and documentation of the sponsor's involvement. The person securing the sponsorship should promptly notify the Program Chair and the Sponsorship Chair of the contribution. Any sponsorship funds shall be promptly delivered to the Administrative Assistant, who in turn shall account for the funds, notify the Program Chair of its receipt, and transmit the funds to the Treasurer for deposit into the Leadership Pasco Bank Account.

JUDITH ROCHELLE AWARD

This is an annual award determined by the Board of Directors. The award shall be presented to the recipient or his/her designated agent by the President of the Board at the graduation ceremony of that year's class.

Criteria: This award shall be made to alumni member of Leadership Pasco who has demonstrated during their participation in the organization a commitment to making Leadership Pasco a success. Criteria to be considered include, attendance at board meetings and/or events, participation in Leadership Pasco fund raising or charitable events, and a commitment to promote the ideals of Leadership Pasco in the community.

CLASS GUIDELINES

Absenteeism: A member of the current class may miss no more than 2 class periods or a total of 16 cumulative hours. In the event that a class member exceeds the stated days or hours of absenteeism in a given year, then he/she will not be eligible to graduate with that class. Provided that a class member's tuition is paid in full, he/she may continue to participate in the program and attend the class's graduation ceremony; however, said class member will not receive a plaque at that time. The non-graduating member's name will be included in the program, but will be designated in a discreet manner as having not met the minimum attendance requirements for graduation and entry into the alumni.

Make-ups: Provided the class member's tuition is paid in full, make-ups are allowed for missed classes during the following year. Only the missed class(es) can be used as a make-

up. Upon making up the requisite missed time, the member will be provided a plaque retroactive to the date of his/her class graduation. The plaque will be presented by the respective class President and the President of the Board of Directors at the first Board meeting following the class member's successful completion of the make-up process.

Tuition: Full tuition payment is due and payable for all class members prior to Orientation. Payment will be accepted up to 30 days after the first event in special circumstances. Absent extraordinary circumstances requiring Board action, failure to receive payment of tuition in full within these time constraints shall result in the class member being suspended from the program.

Tuition payments are for the class year for which the applicant was selected; however, in the event the applicant misses more than the requisite 16 hours in the class year, the balance of the tuition will be applied the following year to allow the applicant to make up the missed time in accordance with Leadership Pasco's attendance policies. If the class member fails to complete the class within a period of two years, the tuition shall be forfeited to Leadership Pasco's general account.

In the event the tuition is paid by a third party, such as the applicant's employer, and the applicant fails to participate in the class for which he was selected, the third party may apply the tuition the following year for another applicant. This exception shall not apply in those cases where the applicant simply exceeds the absentee limits.

Scholarships: The Board may award up to four (4) scholarships per class year depending on need as determined by the Board's Scholarship Committee. In order to qualify for a scholarship an applicant must timely provide the Scholarship Committee with the required financial information at the time they apply for a scholarship. In the event that more than four applicants request a scholarship, the scholarships shall be awarded to the qualified recipients based upon the date of their application.

Scholarship applications must be completed and forwarded to the Scholarship Committee no later than August 1 of the year for which the scholarship is sought. The Scholarship Committee shall then make to the full Board its recommendations at the August meeting, so that a decision can be made on the award of the scholarships. The Administrative Assistant is responsible to transmit to any person requesting a scholarship those forms necessary to apply immediately upon receipt of the class application.

Upon receipt of the completed scholarship application the Administrative Assistant shall promptly forward it to the Scholarship Committee Chair for consideration.

Applicants shall be notified no less than 15 days prior to Orientation whether they have qualified for and been approved as a scholarship recipient. If denied the applicant shall immediately notify the Recruitment Committee Chair whether he/she intends to pay the full tuition or withdraw the application for the upcoming class, so as to timely allow notification to an alternate of the opening.

Scholarships shall be for no more than that year's tuition.

Transportation: Each class member is responsible for his/her own transportation to all classes and sponsored events, unless the Board of Directors has made alternate transportation arrangements.

Graduation: Only those who have met all requirements to graduate will receive plaques at the graduation ceremony. Those who failed to meet the minimum requirements as set forth above, but intend to make up the absent days in the upcoming class year, will receive mention at the graduation ceremony without the award of a plaque at that time.

BUDGET ITEMS

Program Budgets

The Chairperson of each program day is authorized to spend up to, but not to exceed Three Hundred Fifty Dollars (\$350.00) for expenses related to the program without obtaining specific Board approval, and the Treasurer is to include within the annual budget said expenditures. Any additional expenses incurred for the program shall be paid by sponsorships, donations or in-kind contributions. Any surplus proceeds not used for the program shall be retained in Leadership Pasco's general revenue account. Chairpersons are encouraged, however, to use all means to secure full funding for their program from donations, sponsorships and/or in-kind contributions. If the Chairperson is unable to secure outside funding, and needs to use the pre-approved expense funds, or a portion thereof, he shall request the funds from the Treasurer, and report at the next scheduled Board meeting the amount of general revenue funds used.

President's Pre-approved Budget

The President of Leadership Pasco is authorized to spend up to, but not exceed Two Hundred Fifty Dollars (\$250.00) per item for expenses related to Leadership Pasco without obtaining specific Board approval. These expenses include, but are not necessarily limited to items such as flowers, token gifts, cards and/or exigent expenses. This is not meant to be an exhaustive list, and the expenditures are within the sole discretion of the President. The President shall report the expenditure(s) at the next regularly scheduled Board meeting.

Newsletter

The Leadership Pasco Newsletter shall be distributed on a quarterly basis, and a budget for production and distribution costs has been pre-approved in an amount up to, but not to exceed Eight Hundred Twenty-Five Dollars (\$825.00) per issue, without obtaining specific Board approval. Any amount in excess of the pre-approved amount must be submitted to the Board of Directors for specific approval prior to such expenditure.

ALUMNI

Alumni Dues

All alumni dues are to be received within thirty (30) days of the due date. Unpaid dues results in removal from website access and participation in alumni events. Alumni dues shall be payable to “Leadership Pasco” and delivered to the Administrative Assistant who shall make an accounting thereof to the Board of Directors. The Administrative Assistant shall promptly transmit all alumni dues received to the Treasurer for deposit into the Leadership Pasco account.

In the event that an alumnus makes a request for database information pursuant to the following sections, or seeks a position on the Board of Directors and his/her dues are in arrears, that person must pay all arrearages to bring their dues current, up to a maximum of \$200.00 before the records may be released.

ACCESS TO DATABASE

Authorized Personnel for Official Leadership Pasco Business: The following are authorized to have full access to the Alumni database for purposes of carrying out the Official duties and responsibilities of their office:

- President of the Board
- Vice President of the Board
- Treasurer of the Board
- Board’s Administrative Assistant
- Recruiting Committee Chair
- Web Site Committee Chair

The aforesaid officers and employees shall have unlimited access to the database of all alumni, but they may only use the data for purposes consistent with carrying out their duties and responsibilities to Leadership Pasco. They may not disseminate the database information to anyone else absent clear and express authorization of the Board of Directors by majority vote, and then only for purposes of carrying out Leadership Pasco official business.

Other Authorized Users for Limited Purposes: Alumni of Leadership Pasco, whose dues are paid in full and current, shall be given access to limited portions of the alumni database for purposes of networking, locating and contacting other alumni and/or for social purposes. The following consists of the only information that will be made available to qualified alumni who requests access to the database:

- Alumni Names
- Business Addresses
- Business Telephone Numbers
- E-Mail Addresses

Method of Obtaining Limited Use Database Information: Any qualified alumnus requesting access to the aforesaid database information shall provide the Administrative Assistant with a written request for the information stating the intended use of the information. The written request must include an affirmative statement from the requesting party that comports with the following:

“My request for the database information is for my own business and/or personal use, and I agree not to disseminate in any way the information to anyone not an alumnus of Leadership Pasco. I agree not to share any information obtained to any third parties without written consent of the Board of Directors of Leadership Pasco.”

Upon receipt of the request, including the aforesaid privacy language, the Administrative Assistant may release the limited information to that alumnus without further delay. The Administrative Assistant shall keep a log of all such requests and at the next scheduled meeting of the Board of Directors report all requests made during the prior period, and whether or not the information was released.

If at any time the Administrative Assistant has a reasonable basis to question whether the requesting party is entitled to the database information, or has concerns the requesting party will make improper use of the information, the requesting party shall be notified that their request is being submitted to the Board of Directors at the next scheduled meeting, and inviting to requesting party to attend the meeting to explain the need for the request and/or confirm their intention to comply with the privacy statement. The Board then shall have complete discretion in allowing or prohibiting the requesting party from having access to the information sought.

Privacy Rights: When anyone applies for acceptance into a Leadership Pasco class and/or pays his/her alumni dues, it is presumed that person grants Leadership Pasco the right to disseminate the information described above. Any alumnus, by written request directed to the Administrative Assistant, may request that their information not be included in the dissemination to a requesting party. The Administrative Assistant shall maintain a record of all such requests, and notify the Web Site Chair and the President of the Board of the request. The application for admittance into the upcoming class, and all alumni dues notices shall state clearly this privacy policy. Furthermore, this privacy policy may be included in Leadership Pasco Newsletters; however, failure to include it in the newsletters shall not in any manner be interpreted to limit or nullify the policy.

BOARD OF DIRECTORS – FILLING VACANCIES

Procedure: Whenever a vacancy occurs on the Board of Directors (not including positions to be filled by the incoming class President and Vice President) the Nominating Committee shall be notified and called to order in accordance with Article V Sections 1 and 3 of the By-Laws.

The Administrative Assistant shall advertise the vacancy on the Leadership Pasco website, and shall e-mail all alumni notice of the vacancy and solicit applications. The notification shall include a deadline of thirty days from the date of the notification within which applicants may submit a letter explaining their interest in serving on the Board, their qualifications and a brief explanation of what qualities they believe they would add to the Board.

They may additionally attach a resume and/or Curriculum Vitae. The notifications shall also explain the Board's schedule, its absentee policy and requirement for serving on at least one committee.

At the close of the application period, the Administrative Assistant will forward copies of the applications to the Nominating Committee. Additionally the Administrative Assistant will compile a list of the applicants, and e-mail it to the entire Board of Directors, with instructions to contact the Chair of the Nominating Committee within seven days with any comments Board members may wish the Nominating Committee to consider.

At the next regularly scheduled meeting of the Board, following the closure of the comment period, the Nominating Committee will present to the Board a slate of its recommended candidate(s). The Board will then be called upon to vote for the slate or reject the slate. In the event the Board rejects the slate, the Nominating Committee will present an alternative slate at the next regularly scheduled Board meeting

In the event more than one vacancy occurs, the Nominating Committee will propose a slate of candidates in order to fill each vacancy.

In the event the vacancy to be filled is that of a Director who has not completed his/her term as described in Article V, Section 2 of the Bylaws, the replacement shall serve the balance of the term of the outgoing Board member, but will be entitled to reappointment to the Board consistent with the aforesaid section of the Bylaws..

Adopted by the Board of Directors at a regularly scheduled meeting on the 13th day of March, 2014.