

STATE BOARD OF MISSIONS
GENERAL INFORMATION

NOTICE OF MEETINGS

Notice of Board and Committee meetings will be sent from the Office of Executive Director-Treasurer office approximately 3-4 weeks prior to a scheduled meeting. Notice of the February meeting will include committee assignments made by the Nomination of Board Committees Committee. Board members will need to take note of the committee they have been assigned to and when that committee will meet.

RESERVATIONS

Reservations for all Board and Committee meetings are made through the Office of Executive Director-Treasurer. The notice of the meeting will include a reservation form, which is to be returned even if you are unable to attend the meeting. The reason for the anticipated absence should be noted on the form.

ABSENCES

A Board member who anticipates being absent for “good and sufficient reason” from a regularly scheduled Board meeting, is required to notify the Executive Director-Treasurer’s Office no later than one day prior to the Board meeting. The definition of “good and sufficient reason” shall be left to the integrity and determination of the individual Board member.

The Executive Director-Treasurer shall report to the Board all members who have notified him of their anticipated absence. The Board shall take action to excuse the recorded absence of those Board members who have communicated in advance concerning their anticipated absence from this regularly scheduled Board meeting.

Failure to make advance notification of a planned absence, in addition to an actual absence from the Board meeting, shall be counted as an unexcused absence for the purposes of this Bylaw.

The Executive Director-Treasurer shall notify the Board upon the third consecutive unexcused absence of a member. The Board shall vote by simple majority, whether or not to terminate the membership status of the respective member and declare the existence of a Board vacancy.

EXPENSES

Expenses are paid on the basis of 48.5 cents per mile by automobile, or the actual cost of public transportation. If a Board member rents a car, the actual cost of the rental will be reimbursed rather than the mileage rate. Lodging and meals are provided and any expense for lodging and/or meals en route is also covered. Spouses of Board members are invited to attend when the couple travels by automobile.

Expense reimbursement forms will be included in the Board member’s notebook of materials at each Board meeting.