



## **MAA Policy Manual**

### **Event Cancellation Policy**

Cancellation for events should be done by 5:00 p.m. 3 days prior to the event. Any cancellations after the cut-off or any no-shows will be billed the ticket price.

### **Non-Member Attendance Policy**

*Effective Date: 4/20/17*

Any potential member can attend 2 MAA events at the non-member fee and must pay at the door. After attending the first event the membership committee will follow up with a membership application. The person will not be allowed to attend another event until the company has joined. Excluding those who seek to earn continuing education credits. (added 7/19/18)

### **Officer & Delegate Travel**

*Updated on 11/21/19*

When traveling at the request of MAA, we will pay for airfare, hotel, and registration.

### **Operating Reserve Policy**

*Effective Date: 4/20/17*

The purpose of this Operating Reserve Policy for **Mississippi Apartment Association** is to build and maintain an adequate level of unrestricted net assets to support the organization's day-to-day operations in the event of unforeseen shortfalls. The reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. The organization intends for the operating reserves to be used and replenished within a reasonable period of time. This Operating Reserve Policy will be implemented in conjunction with the other financial

policies of the organization and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans.

\*See full policy under Policy folder on OneDrive.

### **Policy for Past Due Balances & Attending Events**

*Effective Date: 5/17/17*

Any member who has an open balance 90 day or over, must pay before attending an event.

### **Reinstatement Fee**

*Effective Date: 5/17/17*

Should membership dues lapse past 90 days the members will be dropped. To be reinstated, a fee of \$30 will be charged plus the cost of the dues.

### **Check Signature**

*Updated 9/10/19*

Any check over \$2,500 requires 2 signatures.