



INCORPORATED 1966

MSA BOARD OF DIRECTORS

CONSTITUTION
OF THE
MAINTENANCE SUPERINTENDENTS ASSOCIATION

Incorporated February 18, 1966, under the name of "Street Superintendents and Maintenance Association of California."

ARTICLE I - NAME, ADDRESS, AND LOGO

SECTION 1. NAME. The name of this organization is: "Maintenance Superintendents Association", incorporated in accordance with the laws of the State of California as an educational, non-profit organization, hereinafter referred to as "Association".

SECTION 2. ADDRESS. The Principal place of business of this association is:

SECTION 3. LOGO. The logo as it appears at the top of Page 1 of this Constitution is the approved logo for all Chapters of this Association, and shall be used by all Chapters on correspondence, conference workbooks, and other documents related to Association business. No Chapter shall substitute a logo of a different design for the approved logo.

ARTICLE II - PURPOSES

The purposes of this Association shall be: to engage in any activity or function, within the practical limits of the Association, which will serve to foster and develop improved operating principles and standards for the efficient and economical maintenance and operation of public works facilities and services, and the administration of all related work; to disseminate practical and technical knowledge related thereto through the interchange of information, experience, and opinion; to aid in developing professionalism through education opportunities which are designed to improve the technical skills in the management of public employees, and in the maintenance and operation of public works facilities and services; and, to foster understanding and cooperation between public employees and to foster understanding and cooperation between public employees and officers or employees of public utilities, and officers or employees of firms, partnerships, and corporations which have interests in the field of public works.

ARTICLE III - MEMBERSHIP

SECTION 1. CLASSIFICATIONS. Membership in the Association shall be limited to members in good standing of the Chapters of the Association. Membership in each Chapter shall be limited to individuals who have demonstrated an interest in the purposes of the Association and who qualify in one or more of the following categories:

(a) REGULAR MEMBER. A Regular Member shall be an officer or employee serving in a supervisory capacity for a governmental agency, engaged in the maintenance and operation of public works facilities.

(b) ASSOCIATE MEMBER. An Associate Member shall be an officer or employee serving in a supervisory or public relations capacity for a public utility company.

(c) SUSTAINING MEMBER. A Sustaining Member shall be a firm, partnership, or corporation which is engaged in the manufacturer or sale of materials, equipment, or supplies utilized by governmental agencies in connection with public works facilities, and is represented by an officer or employee serving in a supervisory capacity, or serving as a sales representative.

(d) HONORARY MEMBER. An Honorary member shall be an individual who has performed an outstanding public service, or an outstanding contribution which furthers the purposes of the Association, and who is so designated to receive this honor by either the Board of Directors, or the Executive Committee of any Chapter.

(e) LIFE MEMBER. A Life Member shall be an individual who has been a Regular, Associate, or Sustaining Member for a period of at least five years, but who is no longer actively engaged in such service, and who was so designated to receive this membership by the Executive Committee of any Chapter.

SECTION 2. PRIVILEGES. Each Regular Member and/or Associate Member shall be entitled to one vote in the affairs of the Association. Sustaining Members, Life Members and Honorary Members shall have all the rights and privileges of membership in the Association except the right to vote or hold office. Any variance of this Section must have prior approval of the State Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

SECTION 1. ORGANIZATION. The governing board of the Association shall be the Board of Directors, consisting of two members from each Chapter. All Directors shall be Regular and/or Associate Members of the Association.

SECTION 2. RESPONSIBILITY AND POWER. The Board of Directors shall be responsible to the membership for the management of the affairs of the Association and for the promotion of the Association's purposes. It shall have the power to determine policy, to adopt resolutions, and to enact such rules as it deems necessary for the government of the Association.

SECTION 3. REPRESENTATION. Prior to the January meeting of the Board of Directors, each Chapter shall appoint, or reappoint, two Regular and/or Associate Members to serve on the Board of Directors so as to provide a total continuing representation of two such members for each Chapter. Each Chapter may designate a Regular Member and/or Associate Member to serve temporarily as an alternate Director in the absence of one or more Board Members. Each Chapter shall promptly notify the Secretary in writing, as to any new appointments or a temporary replacement to the Board of Directors.

SECTION 4. TERMS OF OFFICE. The term of office for each member of the Board of Directors shall be four years and shall begin at the conclusion of the January meeting of the Board of Directors. The terms shall be staggered every two years. Directors may be reappointed.

SECTION 5. VACANCY. In the event of a vacancy occurring on the Board of Directors, the Chapter from which the vacancy arose shall designate a Regular and/or Associate Member thereof, to fill the unexpired term. If the vacancy remains unfilled, prior to the next scheduled State Board Meeting, the President may have the option to appoint a Regular and/or Associate Member from the same Chapter as a successor to fill the unexpired term.

ARTICLE V - OFFICERS

SECTION 1. NAMES. The officers of the Association shall be;

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer

SECTION 2. ELECTIONS. The Officers shall be members of the Board of Directors who are elected by a majority of those Directors present at the January meeting of the Board.

SECTION 3. TERMS OF OFFICE. The term of office for said officers shall be a period of one year, which shall begin at the conclusion of the January meeting of the Board of Directors. No elected officer shall be permitted to succeed himself in office, but any officer shall be eligible for any other office. An appointed officer may succeed himself.

SECTION 4. VACANCY. In the event of a vacancy occurring in the office of President, Vice President, Secretary or Treasurer, a majority of the Board of Directors shall elect one of the Board members to fill the unexpired term. Such election may be conducted by letter ballot. No two Board members from the same Chapter shall hold the office of President, Vice president, Secretary, or Treasurer simultaneously.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1. PRESIDENT. The President shall act as Chairman of the Board of Directors and shall preside at all Board meetings and annual meetings of the members, except as otherwise ordered by the Board. He shall appoint such standing or special committees as he shall consider necessary, or as instructed by the Board of Directors, and shall be ex-officio, a member of such committees. He shall sign on behalf of the Association all deeds, contracts and other formal instruments and shall perform such other duties as may be assigned to him, from time to time, by the Board of Directors.

SECTION 2. VICE PRESIDENT. The Vice President shall have and shall exercise all of the powers and duties of the President in the event of his absence or inability to act. He shall serve as the Association Representative to establish new chapters, and as the State Board Historian.

SECTION 3. SECRETARY. The Secretary shall perform the Association correspondence and shall give notice and keep minutes of all meetings. He shall have custody of all records, the corporate seal, and shall attest all instruments. He shall maintain a current record as to the names, addresses, and terms of office of all members of the Board of Directors and Officers thereof. He shall also maintain records of the names, addresses, and classification of membership of all Association members as reported each January by the Chapter Treasurer.

SECTION 4. TREASURER. The Treasurer shall exercise authority in all financial matters in accordance with such policy, resolutions, and rules as may be adopted by the Board of Directors, and he shall furnish such periodic financial statements as may be required by the Board of Directors. He shall have custody of all funds of the Association, and is responsible for the safekeeping thereof. He shall keep a complete record of all receipts and expenditures which shall be reviewed annually by a committee appointed by the State President prior to the January meeting. This report shall be submitted to the Board of Directors. He shall give bond in such form and amount as may be determined by the Board of Directors, the cost of such bond to be borne by the Association.

ARTICLE VII - DIRECTORS MEETINGS

SECTION 1. BOARD OF DIRECTORS. An annual meeting of the Board of Directors shall be held during the month of January of each calendar year. Regular meetings and regular adjourned meetings of the Board of Directors shall be held

at such time and place to be determined by the President, subject to the approval of the Board of Directors. Special meetings of the Board of Directors shall be held on the call of the President, or upon request, in writing, of any three members of the Board. Such special meeting shall be held within thirty (30) days of the receipt of request.

SECTION 2. MEETING NOTICES. A minimum ten-day notice shall be given by the Association Secretary to all members of the Board of Directors as to the time, place, and purpose of all meetings of the Board of Directors. Such notice may be given by mail or telegram to the last known address, or personally.

SECTION 3. QUORUM. A majority of the members of the Board of Directors shall constitute a quorum thereof.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

SECTION 1. MEMBERS. An annual meeting of the members of the Association may only be held at the annual State Conference & Equipment Show at a time and place to be determined by the Board of Directors. Special meetings shall be held within sixty (60) days of the receipt of request.

SECTION 2. MEETING NOTICES. A minimum thirty-day notice shall be given by the Association Secretary to each Chapter President, who will give notice to his Chapter members as to the time, place and purpose of all meetings of the members. Such notice shall be given by mail according to the most current roster of Presidents on file with the Association Secretary.

ARTICLE IX - DUES

SECTION 1. ANNUAL DUES. The annual dues for the Regular, Associate and Sustaining Members of the Association shall be set by only a two-thirds (2/3) majority of the Board of Directors. Life members and Honorary members shall be exempt from the payment of dues.

SECTION 2. PAYMENT. The collection of dues shall be the responsibility of the Chapter Treasurer, who shall pay the entire amount due to the Association Treasurer. All such dues shall be paid annually during the month of January, and shall be based upon the Chapter membership as of the first day of said month of January. A complete and current roster of membership, which shall include the names and addresses of all members and their respective classification of membership, shall accompany the dues payment. A complete and current copy of the By-Laws shall also accompany the dues payment together with a special notation as to any amendments to said By-Laws which have been enacted during the previous calendar year.

SECTION 3. DELINQUENT DUES. Any Chapter which has dues accruing to the Association which are over sixty (60) days past due, shall be considered delinquent and subject to a penalty assessment of ten percent of the total

amount of said dues for each month of delinquency. Any continuance of the delinquency of the full payment of dues together with any penalty assessment shall be considered sufficient reason to suspend the Charter of the Chapter in question and all members thereof. The decision of the Board of Directors in such matters is considered final.

SECTION 4. SPECIAL ASSESSMENTS. The Board of Directors may levy special assessments from time to time in amounts it deems necessary to manage the affairs of the Association. Any such assessments shall be imposed upon the Regular, Associate, and Sustaining Members of the Association, and shall be subject to the same non-payment penalties as that for delinquent dues. The collection of special assessments shall be the responsibility of the Chapter treasurer, who shall pay the entire amount due to the Association Treasurer.

ARTICLE X - CHAPTERS

SECTION 1. APPLICATION. The Association shall actively solicit the establishment of local Chapters in any locality where members may conveniently meet. The application for the establishment of a new Chapter may be made by any group of ten or more persons who individually qualify to be Regular Members, and who have demonstrated an interest in the purposes of the Association. The application shall be submitted to the Board of Directors and shall include a list of names of the petitioning persons, together with their respective business addresses and occupations. The application shall also include the name of the organizing chairman, the proposed Chapter boundaries, and a copy of the proposed Chapter By-Laws.

SECTION 2. ISSUANCE. The Board of Directors may issue a new Charter to any such group of persons upon the suitable presentation of such application, the payment of membership fees in accordance with Article IX of this constitution, and the concurrence of the executive committee of any Chapter whose boundaries are modified by the proposed Chapter. Membership fees will not be pro-rated for fractional portions of a year.

SECTION 3. ORGANIZATION. The governing body of each Chapter within this Association shall be the Executive Committee, consisting of a minimum number of five (5) committeemen.

SECTION 4. RESPONSIBILITY. Each Chapter is individually responsible through its Executive Committee, to abide by the Articles of Incorporation, the Association Constitution, and Chapter By-Laws, and all policies, resolutions, and rules and regulations adopted by the Board of Directors.

SECTION 5. REVOCATION. Failure to cause prompt and complete compliance to all Chapter responsibilities after good and sufficient notice in writing, by the Board of Directors of any non-compliance, shall be grounds for the revocation of the Charter in question. A two-thirds majority vote of the members of the

Board of Directors present any meeting of the Board of Directors shall be required to revoke any Charter.

ARTICLE XI - AMENDMENTS TO CONSTITUTION

SECTION 1. PROPOSED AMENDMENTS. Amendments to this Constitution may be proposed either by Resolution of the Board of Directors, or by initiatory petition submitted to the Board of Directors in writing and signed by not less than twenty-five (25) Regular Members.

SECTION 2. VOTING. The proposed amendment shall be submitted to vote in the following manner.

(1) The proposed amendment shall be distributed by the Association Secretary, in writing, to the members of the Board of Directors at least thirty days in advance of the meeting at which the proposed amendment will be submitted for vote. A majority vote of the members of the Board of Directors present at said voting meeting is required for passage, and

(2) The proposed amendment, if approved by the Board of Directors, shall be submitted to each Chapter through their State Board Representatives, who in turn will present the Amendment at a Regular Chapter meeting, with a vote to be taken at the following meeting. The outcome of this vote shall be presented in writing to the State Board President at the next Board of Directors meeting. A majority vote at the Chapters and State Board levels will constitute approval or disapproval.

The foregoing Constitution was approved by the Board of Directors on January 12, 1980. Amendments to Article I pertaining to the Association name and logo were adopted by the Chapters, and confirmed by the Board of Directors on January 21, 1984. An amendment to Article X pertaining to issuance of new Charters was adopted by the Chapters, and confirmed by the Board of Directors on May 11, 1990.

President

Vice President

Secretary

CONSTITUTION AND BY-LAWS
OF THE
LOS ANGELES AND ORANGE AREA CHAPTER
OF THE
MAINTENANCE SUPERINTENDENTS ASSOCIATION
OF CALIFORNIA
CONSTITUTION

The Constitution of this Chapter shall be the same as the State constitution of the Maintenance Superintendents Association of California as adopted on May 22, 1971, and shall be bound by all future amendments to the aforementioned Constitution.

THE BY – LAWS

ARTICLE 1 – NAME

The name of the Association shall be Maintenance Superintendents Association (MSA) Los Angeles and Orange Area Chapter

ARTICLE III – DEFINITIONS

SECTION 1. Whenever the initials “MSA” are used in these By-Laws, they shall mean Maintenance Superintendents Association.

SECTION 2. Whenever the word “Board” is used in these By-Laws, it shall mean the body described in Article IV, Section 1.

SECTION 3. Whenever the term “Regular Member” is used in these By-Laws, it shall mean that body described in Article IV section 2.

SECTION 4. Whenever the term “Vendor Member “ is used in these By-Laws, it shall mean that body described in Article IV, Section 4.

SECTION 5. Whenever the term “ Associate Member” is used in these By-Laws, it shall mean that body described in Article IV, Section 3.

SECTION 6. Whenever the term Life Member is used in these By-Laws, it shall mean that body described in Article IV, Section 6.

SECTION 7. Whenever the term "Executive Committee" is used in these By-Laws, it shall mean President, Vice President, Secretary, and Treasurer

ARTICLE III – OBJECTIVES

The purpose of the Association, as the founding Officers and Directors all agreed, was to: " Foster the dissemination of practical knowledge and the fundamentals of the operation and maintenance of government controlled facilities through the interchange of information, experience and opinion relating there to and to foster cooperation between the personnel of government offices and the public.

ARTICLE IV – MEMBERSHIP

SECTION 1. Application for the Membership in the Association shall be limited to members in good standing and shall be limited to individuals who have demonstrated an interest in the purposes of the Association and who qualify in one or more of the following categories:

SECTION 2. **REGULAR MEMBER.** A Regular Member shall be an officer or an employee serving in a supervisory capacity for a governmental agency, engaged in the maintenance and operation of public works facilities.

SECTION 3. **ASSOCIATE MEMBER.** An Associate Member shall be an officer or employee serving in a supervisory or public relations capacity for a public utility company.

SECTION 4. **VENDOR MEMBER.** A Vendor Member shall be a firm, partnership, or corporation, which is engaged in the manufacture or sale of materials, equipment, or supplies utilized by governmental agencies in connection with public works facilities, and is represented by an officer or employee serving in a supervisory capacity, or serving as a sales representative.

SECTION 5. **HONORARY MEMBER.** An Honorary Member shall be an individual who has performed an outstanding public service, or an outstanding contribution which furthers the purposes of the Association, and who is so designated to receive this honor by the Board of Directors.

SECTION 6. **LIFE MEMBER.** A Life Member shall be an individual who had been a Regular, Associate, or Vendor Member for a period of at least five years, but who is no longer actively engaged in such service and is designated to receive this membership by the Board of Directors.

SECTION 7. All members enrolled during the year 1962 shall be Charter Members.

SECTION 8. **PRIVILEGES.** Each Regular Member, Life Member and /or Associate Member shall be entitled to one vote in the affairs of the

Association. Vendor members and Honorary Members shall have all the rights and privileges in the Association except the right to vote or hold office. Vendor Members shall have all the rights and privileges of membership in the Association except the right to vote at General meetings or hold office.

SECTION 9. A membership may be terminated or restricted with cause by two-thirds (2/3)-majority vote of the Board.

ARTICLE V – MEMBERSHIP FEES

SECTION 1. Membership fees shall be established, and may be revised, by a two thirds (2/3) majority vote of the Board Members, and shall be payable annually.

SECTION 2. Membership fees shall be applicable for a period from July 1 through June 30.

SECTION 3. The annual membership fees for a “Regular member” is as follows:

- a. Initial Member \$ 55.00
- b. Additional Members \$ 30.00 each

SECTION 4. The annual membership fees for an “Associate Member” is as follows

- a. Initial Member \$ 55.00
- b. Additional Members \$ 30.00 each

SECTION 5. The annual membership fees for a “Vendor Member” is as follows

- a. Initial Member \$ 85.00
- b. Additional Members \$ 40.00 each

SECTION 6. There is no membership fee associated with “ Life Member” Or “Honorary member”

SECTION 7. Membership not paid by December 31, shall be cause for suspension.

ARTICLE VI THE BOARD

SECTION 1. The Board shall be comprised of the President, Vice President, Secretary, Treasurer, eight (8), Directors, and the Immediate Past President.

Vendor Members – representatives: The representatives are entitled to one vote on Board issues and who serve at the pleasure of the Board with no fixed tenure of office. The Vendor Membership, are free to select their own representatives.

SECTION 2. When any board vacancy occurs, the Executive Committee shall be empowered to appoint an interim Board Member to fill the vacancy until the next Board meeting. Such appointments must be approved by the Board at its next regular meeting, or by mail and/or e-mail.

SECTION 3. A Board Member automatically resigns when, without sufficient cause, he/she fails to appear at a scheduled board meeting.

ARTICLE VII BOARD DUTIES/QUORUM

SECTION 1. The Board must meet once a month. The meeting dates, times, and locations shall be determined by the President.

SECTION 2. Board meetings shall have no limit.

SECTION 3. A Quorum shall consist of one half of the total number of elected Board members. Currently a Quorum is nine (9). The President (or in his/her absence, The Vice President, Treasurer and Secretary shall constitute a quorum at an Executive Committee Meeting. When a Board Member with sufficient cause cannot attend a scheduled meeting, that individual, at his/her choosing, may assign his/her voting rights by proxy in writing to another Board Member. In the absence of the President and the Vice President the Secretary shall assume the chair.

ARTICLE VIII – DUTIES OF THE OFFICERS

SECTION 1. **PRESIDENT:** The President shall preside at all Board Meetings, General Meetings and the Annual Installation Meeting. Unless excused by virtue of the No Vote Proviso, He/She may vote only to break a tie. The President shall decide all questions of order, appoint all committees, unless otherwise ordered, and is an Ex-Officio member of all committees.

SECTION 2. **VICE PRESIDENT:** The Vice President shall assist the President in maintaining the efficiency of the operation, and by either the absence or resignation of the President, he/she shall assume the duties normally performed by the President. The Vice President is responsible for submission of an annual budget based on Executive Committee inputs and subject to Board approval.

SECTION 3. Should both the President and the Vice President take leave of Office, the Secretary shall assume the duties of the President with the provision that there is a call for an Election (voting by mail) within sixty (60) days of their leaving office.

SECTION 4. **SECRETARY:** The Secretary shall record the minutes of all board and executive committee meetings, notify all members and individual members of their acceptance into the MSA, notify parties of their election to the board, issue the results of all Board Meetings and Elections, conduct correspondence of the Association, write monthly reports of the general affairs of the Association to the General Membership, maintain accurate records of all terms of Office, perform such other duties as may from time to time be imposed upon him/her.

SECTION 5. **TREASURER:** The Treasurer shall receive and maintain sole custody of all MSA funds and shall promptly deposit all moneys received. He/She shall be responsible for the collection of fees at General Meetings and for membership. He/She shall be required to submit a Treasurer's report at the end of each fiscal year to the Executive Board. The Treasurer will send to all Board Members, by mail/e-mail, monthly, a current financial statement of MSA Treasury funds. The Treasurer, at the discretion of the board, shall submit the books for annual audit at the end of each fiscal year. He/She shall be bonded to the amount commensurate with the total annual budget.

Article IX – MEETINGS

SECTION 1. **BOARD MEETINGS:** Participation in such meetings shall be obligatory on and limited to Board Members.

SECTION 2. **GENERAL MEETINGS:** Participation in such meetings shall be limited to all current dues paying members and their guests.

SECTION 3. Unless otherwise specified, all meetings shall be called for at the discretion of the President.

SECTION 4. Unless otherwise specified, meeting announcements must be mailed at least ten (10) days in advance of the meeting.

SECTION 5. It is the responsibility of all Board Members, Regular Members, Associate Members, Sustaining Members and Life Members to maintain a current and valid mailing address with the Secretary.

SECTION 6. EXECUTIVE MEETINGS: Participation in such meetings is obligatory on and limited to the President, Vice President, Secretary and Treasurer. The Executive Committee is the Business Office of the MSA. Its duties shall include but are not limited to entering into contracts and agreements on behalf of the MSA, subject to review by MSA legal counsel; developing the next annual budget; initiating long range planning; and deciding policy issues of an organizational and financial nature. Any and all Executive Committee decisions are subject to full Board review and approval.

ARTICLE X - ELECTIONS

SECTION 1. Election for Board positions shall be at the November General Meeting.

SECTION 2. Candidates for Executive Committee positions must have served at least one (1) prior term on the Board of Directors.

SECTION 3. Regular Members may be nominated from the floor for Board positions.

SECTION 4. All applicants for a Board position must submit a signed written application to the nominating committee.

SECTION 5. The President and Vice-President may hold office for two (2) consecutive terms, if approved at the General Election in accordance with Article X, Section 1 of this Constitution. The offices of Secretary and Treasurer may be held for consecutive terms with no limitation on terms. Director positions shall be two-year consecutive terms with 50% of the Directors being elected annually.

SECTION 6. Any candidate receiving at least fifty-one percent (51%) of the votes cast shall be considered elected.

SECTION 7. As a prerequisite to running for MSA positions, a person must possess a regular paid membership in the MSA and be in good standing with the MSA.

ARTICLE IX - CONTRACTS AND AGREEMENTS

SECTION 1. The Executive Committee shall have the authority to enter into contracts and agreements in the name of the MSA. Such contracts and agreements must bear the signature of the President and Secretary, in order to make such contracts or agreements binding upon the MSA.

ARTICLE XII - EXPENSES

SECTION 1. Any Member, under the direction of the Board or the Executive Committee, is to be reimbursed for all legitimate expenses incurred in the name of the MSA.

SECTION 2. All expenses are subject to the approval of a simple majority vote of the Board Members in attendance at any Board meeting. The Board may also effect this section by mail if circumstances so warrant.

ARTICLE XIII - GENERAL

SECTION 1. All checks issued by the MSA must be signed by two of the four Officers: Treasurer, President, Vice President, or Secretary.

SECTION 2. Rules and regulations to supplement the By-Laws shall be devised for the purpose of clarity and uniformity.

SECTION 3. The Order of Business and/or procedures of a Board Meeting or Executive Committee Meeting, or any subject not covered by these By-Laws, or noted in Board Minutes shall be subject to "Roberts Rules of Order Revised." However, should there be a conflict with these By-Laws and or "Roberts Rules of Order Revised," the latter shall prevail.

SECTION 4. The President may cause to renew or update the By-Laws on an annual basis.

SECTION 5. These By Laws may be amended provided written notice is given per Article IX, Section 4. A two-thirds (2/3) majority of the General Membership shall be required to amend the By-Laws at a general membership meeting or special election, as determined by the Board of Directors.

SECTION 6. Applications requesting Life Membership in the MSA shall be submitted to the Secretary for Board approval.

ARTICLE XIV – STATE BOARD MEMBERSHIP

SECTION 1. The President shall appoint representatives for State Board of Directors positions with Executive Committee approval.

SECTION 2. State Board Directors shall attend scheduled State Board Meetings and report to the Local Chapter of all State activities.

ARTICLE XV – STANDING COMMITTEES

SECTION 1. The following committees shall have and exercise a general supervision of the affairs of the MSA.

- a. By-Laws
- b. Education
- c. Membership
- d. Nomination
- e. Program

SECTION 2. The President shall appoint Committee Chairpersons at the first scheduled meeting. Additionally, the President may develop and appoint as necessary, any number of committees to carry out the business of the MSA.

LOS ANGELES AND ORANGE AREA CHAPTER POLICIES AND PROCEDURES

Updated: February 19, 2009

ADMINISTRATIVE ASSISTANT 8/99, 10/99, 2/09
Current contract specifies an approved fee of \$240 per month. In addition, reimbursement, subject to approval by the Treasurer, for gas and supplies for work performed for the chapter is authorized. A portion of the duties of this position includes promoting the Maintenance Superintendents Association and producing/updating “new member packets” including but not limited to updating board mailing lists monthly and other related duties as deemed necessary by the Chapter President.

APWA DINNER DANCE 1/04
It is the policy for the chapter to fund the attendance of a Board Member to the APWA Annual Dinner Dance.

BOARD ABSENCES 3/02
It is the policy of this Chapter that should a Board member be absent more than three times within one year from a regularly scheduled Board meeting, he/she may, at the discretion of the Board of Directors, be discharged from the Board. The Board shall consider emergencies or other extenuating circumstances when making decisions on this matter.

CHAPTER NAME 7/00, 10/00, 11/00 & 7/01
The official name of this Chapter of the Maintenance Superintendents Association shall be known as: **Los Angeles and Orange Area Chapter**.

CLASSIFIED ADVERTISING SERVICE POLICIES
See Attachment 6

CODE OF ETHICS – See Attachment 1

CONFERENCE FUNDING 8/03 & 2/04
In order to secure adequate funds to host the 2010 Conference, each month that the General Fund balance exceeds \$10,000, 10% of that fund shall be transferred into an account designated for the 2010 Conference.

CONFERENCE SUBSIDIES 8/02 & 9/04

It is the policy of this Chapter that a maximum of \$500.00 shall be allocated towards the expenses (registration, meals, etc.) for the person(s) who volunteer to staff the Chapter's hospitality suite at each conference.

EDUCATION (INCLUDES SCHOLARSHIP) PROGRAM

5/99, 5/00, 5/01, 6/02, 2/09

It is the policy of this Chapter to award a maximum of \$800.00 to each acceptable scholarship applicant from the designated Chapter Scholarship funds. Total of awards shall not exceed \$6,400 each year. In addition, the \$200.00 contributed by the Executive Board shall be given to the student(s) considered most deserving by the Scholarship Committee. This award may be divided and dispersed to two (2) students at discretion of Chapter Board.

It is the policy of this Chapter that the meal for the scholarship recipient and a maximum of two guests shall be paid from the Scholarship Fund.

A standing Scholarship Committee shall be established with each member serving a minimum of two years.

E-MAIL AND E-MEMBERSHIP LIST POLICY

5/03

See Attachment 2

EMPLOYEE AND PROGRAM RECOGNITION AWARD

11/01

GENERAL MEETINGS

10/00 & 3/01

It is the policy of this Chapter that the monthly General Meetings be held in accordance with the following timetable:

11:00 a.m.	Sign in/Register
11:30 a.m. – 11:45 a.m.	Meeting Commences – Flag Salute, Invocation, Introductions
11:45 a.m. – 12:30 p.m.	Lunch – Announcements, Vendor On-the-Soapbox
12:30 p.m. – 12:55 p.m.	Program
12:55 p.m. – 1:15 p.m.	Raffle
1:15 p.m. -	Meeting concludes

and conclude by 1:15 p.m.

GUEST POLICY

8/01

It is the policy of this Chapter that a member is allowed to bring a maximum of one guest per General Meeting. Upon approval, the Board is authorized to increase the number of guests to a maximum of two.

HONORARY MEMBERSHIPS

9/99 & 1/01

Persons significantly contributing to the Chapter may be awarded an Honorary Membership. The Board of Directors shall decide if the nominated person meets the

criteria for awarding an Honorary Membership. The award may also include a monetary award in an amount determined by the Board.

INTERNAL REVENUE SERVICE DEFINITION – 501(c)(6) ASSOCIATION - TAX STATUS AND DEDUCTIONS

See Attachment 5

MEMBERSHIP APPLICATIONS

All prospective members shall complete an application. The application shall be forwarded, along with the appropriate dues, to the chapter Treasurer who will present the application to the Board for approval. The decision of the Board shall be final.

MEMBERSHIP DIRECTORY

10/01 & 2/04

It is the policy of this Chapter to sell the annually updated membership list (including names, addresses, telephone numbers & e-mail addresses) to non-members for a fee of \$500.00.

Motion approved that copies of the membership directory should only be given to current MSA chapter members and individuals otherwise approved by the Board.

MEMBERSHIP FEES

7/00, 3/02 & 5/02

Effective July 1, 2002, the following fees apply:

Regular members	\$55
Additional members	\$30
Associate members	\$55
Additional members	\$30
Vendor members	\$85
Additional members	\$40

MISSION STATEMENT

The Maintenance Superintendents Association is supported by a membership comprised of Mid Management Municipal, County, State and Special District employees who are responsible for, and dedicated to the cost effective maintenance of the Public infrastructure, and the commercial entrepreneurs who supply them with the equipment, materials and technical support to carry out this vital mission. The Association is also dedicated to the ongoing education of its members and the dissemination of available safety procedures.

MSA/APWA PARTNERING AGREEMENT

See Attachment 7

SECRETARIES DAY

3/01 & 2/03

It is the policy of this Chapter that it will donate up to \$500.00 for the purchase of gifts for the secretaries in attendance during April Secretaries Day General Meeting.

SPEAKER GIFTS

2/04

Motion approved to allocate \$200.00 per year for the purchase of gifts for the General Meeting speakers.

TRAINING AND TRADE SHOW

7/01 & 3/03

Motion approved to charge member vendors \$50.00 to display at the show. Non-member vendors shall be charged a fee of \$250.00; however, if the application for membership is approved by the regularly scheduled February Board meeting, the member vendor fee shall apply. The non-member vendor fee shall also include a one year membership (concludes June 30th of the following year) to the Chapter.

VENDOR ADVERTISING – CHAPTER WEB SITE

3/03 & 10/03

An annual fee of \$150 shall be assessed for each web-advertising package submitted by a vendor member. The fees shall be distributed as follows: 1/3 to the Education Fund, 1/3 to web maintenance costs, and 1/3 to the General Fund.

It is the policy of this chapter that vendor board members shall be allowed to advertise on the chapter web site free of charge.

VENDOR HOST GUIDELINES

3/02 & 5/02

See Attachment 3

VENDOR ON THE SOAP BOX PROGRAM

VENDOR RECOGNITION – GENERAL MEETING

10/00

It is the policy of this Chapter that the vendor whose gift is being raffled may stand.

VENDOR REPRESENTATIVE GUIDELINES (CHAPTER) – See Attachment 4

Code of Ethics

The Board of Directors of the Maintenance Superintendents Association advocates the following Standards of Professional Conduct to guide its members in the conduct of their business. The Board of Directors encourages its members, whether individual or organization, to apply these standards to every aspect of their professional life.

As a member of the Maintenance Superintendents Association, I am dedicated and committed to maintaining the following standards of professional conduct:

- I shall keep the public trust and will not take personal advantage of privileged information or relationships that affect our lives.
- I shall put public interest above individual, group or societal interest and consider my chosen occupation as an opportunity to serve society.
- I shall encourage sustainability through wise use of resources; whether they are natural, financial, or human resources.
- I shall consider public health and safety in every aspect of my work insuring a safe environment by creating a sense of awareness.
- I shall conduct myself with personal integrity in a manner that enhances and honors the reputation of the profession, my employer, my community and the Maintenance Superintendents Association.
- I shall ensure that the work for which I am responsible complies with all legal requirements of the local interest, state, county, or federal governments that may apply.
- I shall strive to plan, design, build, maintain and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve public assets for succeeding generations.



Los Angeles and Orange Area Chapter Email and E-Membership List Policy

The purpose of this policy is to ensure the proper use of The Los Angeles and Orange Area MSA's email notification system and electronic membership list; and to make users aware of what the Los Angeles and Orange Area MSA deems as acceptable and unacceptable use of its email system and electronic membership list. The Los Angeles and Orange Area MSA reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

LEGAL RISKS

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Los Angeles and Orange Area MSA can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Los Angeles and Orange Area MSA can be held liable.
- If you unlawfully forward confidential information, you and Los Angeles and Orange Area MSA can be held liable.
- If you unlawfully forward or copy messages without permission, you and Los Angeles and Orange Area MSA can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Los Angeles and Orange Area MSA can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in this Email Policy, the user will be fully liable and Los Angeles and Orange Area MSA will disassociate itself from the user as far as legally possible.

LEGAL REQUIREMENTS

The following rules are required by this policy and are to be strictly adhered to. It is **prohibited** to:

- **Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify the current President of the Los Angeles and Orange Area MSA.**
- **Send or forward any e-mail messages indicating any endorsement or reference to the Los Angeles and Orange Area MSA without the expressed written permission from the current President of the Los Angeles and Orange Area MSA Chapter.**
- Forward a message without acquiring permission from the sender first.
- Forge or attempt to forge email messages.
- Disguise or attempt to disguise your identity when sending mail.
- Send email messages using another person's email account.
- Copy a message or attachment belonging to another user without permission of the originator.
- Fail to remove a user from a mailing list after being informed by the recipient to do so.
- Copy, sell, share or otherwise distribute the information contained within the Los Angeles and Orange Area MSA's email notification system and electronic membership list without the prior written consent of the Los Angeles and Orange Area MSA.

BEST PRACTICES

Los Angeles and Orange Area MSA considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Users should take the same care in drafting an email as they would for any other communication. Therefore, the Los Angeles and Orange Area MSA wishes users to adhere to the following guidelines:

- **Writing emails:**
 - All e-mails sent through the Los Angeles and Orange Area e-mail system shall be sent to the chapter's web master with a request to forward to the membership. Prior to forwarding the e-mail message, the web master shall receive approval on the content and structure from either the current President or Vice-President of the Chapter. Any e-mails determined not suitable or do not meet the requirements of this policy shall be returned to the potential sender. The decisions of the President and/or Vice President shall be considered final.
 - Write well-structured emails and use short, descriptive subjects.
 - Los Angeles and Orange Area MSA 's email style is informal. This means that sentences can be short and to the point. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
 - Signatures must include your name, job title and agency/company name. Users should spell check all mails prior to transmission.
 - Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
 - Do not write emails in capitals.
 - If you forward mails, state clearly what action you expect the recipient to take.
 - **All messages sent through the official e-mail system shall include an "opt out" feature allowing the recipient to notify the sender NOT to send future mailings.**
 - Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email or using other means of communication.
 - Only mark emails as important if they really are important.
- **Replying to emails:**
 - Emails should be answered within at least 1 working day, but users must endeavor to answer priority emails within 8 hours.
- **Maintenance:**
 - Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

PERSONAL USE

It is strictly forbidden to use Los Angeles and Orange Area MSA's email system for anything other than legitimate business purposes. Therefore, the sending of personal emails, chain letters, junk mail, jokes and executables is prohibited. All messages distributed via the company's email system are Los Angeles and Orange Area MSA's property.

SYSTEM MONITORING

Users expressly waive any right of privacy in anything they create, store, send or receive on the Los Angeles and Orange Area MSA's computer system. Los Angeles and Orange Area MSA can, but is not obliged to, monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, the Los Angeles and Orange Area MSA reserves the right to take disciplinary action, including termination and/or legal action.

DISCLAIMER

The following disclaimer will be added to each outgoing email:

'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not

necessarily represent those of the Los Angeles and Orange Area MSA. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.'

PENALTIES FOR VIOLATIONS

The chapter Board of Directors shall consider appropriate penalties for any violations of the above; which may include termination of membership with the Los Angeles and Orange Area Chapter for a maximum of 2 years.

QUESTIONS

If you have any questions or comments about this Email Policy, please contact Juan Price (310) 802-5310, jprice@citymb.info If you do not have any questions Los Angeles and Orange Area MSA presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the Email policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature: _____

Date: _____

Printed Name: _____

VENDOR HOST GUIDELINES

TO: VENDOR HOST

FROM: BOARD OF DIRECTORS

SUBJECT: MEMBERSHIP MEETINGS

We would like to take this opportunity to thank you for your interest and participation in the Association and for taking the time to host a meeting. The following information is provided as a guide to assist you in making arrangements for your planned membership meeting.

GUIDELINES

1. Choose a restaurant or facility that can seat 75 to 100 people.
2. Provide ample parking space if possible.
3. If a guarantee is required, a rule of thumb is 70 people with a 10% contingency, unless a special program or event is planned.
4. The total cost to the Association shall be less than \$20 per person including meal, room rental, tax and tip.
5. In order to host the General Membership meeting, the Vendor shall have the option of contributing \$1000.00 to the Los Angeles and Orange Area M.S.A. Chapter; or, the Vendor may cover all costs associated with the meal, room rental, tax and tip.
6. Provide a program that pertains to the Association and our general work environment. Please discuss with the program Vice-President or, if a program cannot be arranged, please contact the Vice-President and he will assist you in arranging one. Should the Vendor wish to provide a tour of his/her facility, the tour shall be arranged either before or after the regular meeting.
7. Provide a map with an address and telephone number to the Vice-President. This map will be included in the meeting notice.
8. Vendors are limited to hosting a general membership meeting to once every three years unless board approval is given to wave this policy.

OTHER ESSENTIAL ITEMS

9. Provide bar capabilities(optional). No open bar will be allowed.
10. Social time/Registration begins at 11:00 a.m.
11. Meeting begins at 11:30 a.m.

12. Meals should be served at 11:45 a.m.
13. Program/Speaker(s) begins at 12:15 p.m.
14. Raffle begins at 1:00 p.m.
15. Meeting adjourns at 1:15 p.m.
16. Reservations for the meeting are taken by the Vice-President. The number of RSVP's will be relayed to the meeting host on the Thursday prior to the meeting.
17. Meals are paid based on the number of lunch tickets collected. We use our own tickets.
18. Round tables are preferred with a maximum of 8 chairs per table.
19. A head table is required with seating for 8-10 people.
20. A public address system is required at the head table.
21. Two rectangular tables are required for the registration table. Need seating for 6 people.
22. A rectangular table, placed close to the entrance, is required for additional handout materials from vendors.
23. An American flag needs to be displayed to the right side of the head table.
24. A location to display a small association banner is required. The banner can be hung from a wall or attached to the head table podium.
25. Provide free parking to members. The host will provide off-site directional signage.

The Vendor shall attend the Monthly Board Meeting 30 days prior to your hosted meeting. At that time you will be able to supply the above information to the Board and finalize any additional arrangements that may be required. This meeting is held at 10:00am on the fourth Tuesday of each month at Bruce's Restaurant, 12623 Imperial Highway, Santa Fe Springs, (310)868-7900. Lunch will be provided by the Association. As this is an important meeting, if you are unable to attend, please send a representative in your place.

We look forward to seeing you at your meeting and again thank you for your effort.

M.S.A.
Vendor's Application
(to Host General Membership Meeting)

Vendor's Name _____

1. Month _____ Day _____ Time _____

2. Location _____ Thomas Guide pgs. _____

3. Last previous hosted meeting _____

4. Topic:

A. Outline _____

B. Length of topic _____

5. Equipment to be displayed _____

6. Cost of menu per person _____

7. Approval of M.S.A. Board: Yes _____ No _____

Reason _____

(Maintenance Superintendent's Association does not
endorse vendor and/or products in any way or form.)



**MAINTENANCE SUPERINTENDENTS ASSOCIATION
GUIDELINES FOR LOCAL CHAPTER VENDOR REPRESENTATIVES**

The Executive Committee Vendor Representative is elected by the vendor members of each Chapter and reports to the Executive Committee, the governing body of the local Chapter. The term of office is determined by the vendor members. The following guidelines outline the responsibilities of the Executive Committee Vendor Representative.

- I. Serve as liaison for Vendor Members on the M.S.A. Chapter Executive Committee.
 - A. Present vendor ideas, recommendations and concerns at Executive Committee Meetings.
 - B. Communicate with Executive Board Vendor Representatives to ensure transmission of information to and from the Executive Board.
 - C. Provide timely reports and information to regular and Vendor Members.

- II. Actively participate on Chapter level to promote successful, informative meetings, serve on appointed committees, chair designated events and promote vendor interests.
 - A. Encourage vendor participation in workshops and other M.S.A. activities.
 - B. Assist with orientation and introduction of new vendor members.
 - C. Promote the annual M.S.A. Conferences, participate on conference committees when Conference is hosted by local Chapter, and provide assistance as necessary to conference committee members.
 - D. Host vendor meetings at scheduled times to discuss issues or concerns.

- III. Promote the M.S.A. mission statement, objectives and membership.
 - A. Be available as resource for information pertaining to new products and technology.
 - B. Actively recruit new members of providing information about M.S.A.
 - C. Promote the role of Vendor Representative through education of vendor members and providing ongoing support when term of office is completed.
 - D. Serve as intermediary in conflict resolution; provide knowledgeable information about bylaws, rules and the M.S.A. Constitution; communicate concerns to Executive Board Vendor Representative.

INTERNAL REVENUE SERVICE DEFINITION – 501(c)(6) ASSOCIATION

TAX STATUS AND DEDUCTIONS

The Maintenance Superintendents Association is a tax exempt association under section 501(c)(6) of the Internal Revenue Code.

Tax Status: Associations considered exempt under IRC 501(c)(6) are not for profit organizations. The Association is allowed to retain earnings in excess of income over expenses as a reserve for future operating expenses. The Association is not allowed to distribute excess income to members as a form of rebate of dues or other form of income to the membership. The Association's granting of Scholarships or other annual charitable donations (Toys for Tots, Holiday Events, etc.) is permitted as long as the charitable activities are not the only purpose of the Association.

Deductibility of Dues & Contributions: The Association's status as exempt under IRC 501(c)(6) does not automatically make payments and contributions tax deductible for individuals. While dues paid to the Association can be considered as work related expenses, and contributions supporting charitable programs (scholarships, Toys for Tots, etc.) can be considered charitable contributions, it is the responsibility of individuals to consult their Tax Consultants to determine the deductibility of such expenses.

MAINTENANCE SUPERINTENDENTS ASSOCIATION LOS ANGELES AND ORANGE AREA CHAPTER

CLASSIFIED ADVERTISING SERVICE POLICIES

The purpose of the Classified Advertising Service (further referred to as "Service") is to provide a free means of notifying the membership of the Los Angeles and Orange Area Chapter (further referred to as Chapter) of the sale and/or availability of USED or DAMAGED NEW EQUIPMENT. This Service is not intended for the advertising of services or products that would be typically provided in the normal course of the seller's business including the sale of any new and undamaged equipment or the promotion of consultant or contractor type services of any kind.

The Chapter reserves the right to: refuse to publish any advertisement without cause; correctly classify an advertisement at its sole discretion; delete objectionable words or phrases contained within an advertisement. Submission of an advertisement to the Chapter Webmaster or his designated assistant does not constitute a commitment by the Chapter to publish the advertisement.

Publication of an advertisement does not constitute an agreement for continued publication. The Chapter will not be liable for failure to publish an ad as requested. The Chapter shall not be held liable for any error or omission of an advertisement. In addition, under no circumstances shall the Chapter be liable for consequential damages of any kind.

DISCLAIMER

The Chapter provides this Service free of charge to any Maintenance Superintendents Association member in good standing, regardless of chapter affiliation. You expressly agree that the use of the Service is at your own risk. The Service is provided on an "as is" basis, and this Service specifically disclaims any express or implied warranties, including without limitation, warranties of fitness for a particular purpose, warranties of merchantability, or warranties against infringements.

The Los Angeles and Orange Area Chapter of the Maintenance Superintendents Association, members, vendors, officers, their affiliates, employees, or agents shall in no event be liable for any damages or losses, including, without limitation, direct, indirect, consequential, special, incidental or punitive damages, resulting from or caused by this advertising Service or its content, including, without limitation, losses related to the members use or inability to use the Service, any errors, omissions or defects in the content.

The Chapter's webmaster, his designated assistant, or the Chapter President reserves the right to reject any advertisement. This Service may be canceled by the Chapter at any time with or without prior notice and/or obligation to the membership. The Chapter will add and remove advertisements at will and shall discard the advertisements and associate member information as deemed appropriate to the Chapter and will not be responsible to return same to advertising member.

PRIVACY POLICY

The Chapter collects personally identifiable information about you in order to process your request to place a classified ad in our online publication. We do not use your information in any other way, nor do we offer it to any outside service or company.



AMERICAN PUBLIC WORKS ASSOCIATION/SO. CA. CHAPTER
MAINTENANCE SUPERINTENDENTS ASSOCIATION/LOS ANGELES
AND ORANGE AREA CHAPTER

PARTNERING AGREEMENT

The American Public Works Association/Southern California Chapter and the Maintenance Superintendents Association/Los Angeles and Orange Area Chapter recognize the importance of working together for the advancement of quality and excellence in management, design, construction, maintenance and acquisition of equipment, products and services for agencies and communities served.

GOALS

- *Ensure effective communications between the APWA and MSA at all levels.*
- *Promote training and education of APWA and MSA members at all levels to enhance their ability to provide quality and excellence in all endeavors.*
- *Work together to enhance knowledge, understanding and applications of technologies beneficial to our members and agencies served.*
- *Support programs that provide opportunities to individuals who desire to enter public sector career fields and improve current employees by increasing their skills, knowledge and abilities for advancement through higher education.*
- *Promote the application of ethical, effective and efficient business practices that add value and quality to public works projects, programs, activities and services.*
- *Work together in good faith to foster the goals and objectives of each organization for the benefit of members, agencies, organizations, and businesses represented.*

This partnership agreement provides a framework for action, and guidelines for interaction between the APWA and MSA.

**AMERICAN PUBLIC WORKS ASSN.
SOUTHERN CALIFORNIA CHAPTER**

**MAINTENANCE SUPERINTENDENTS ASSN.
LOS ANGELES & ORANGE AREA. CHAPTER**

Shahnawaz Ahmad, President
2003

Steve Esbenshade, President
2003



APWA/MSA PARTNERSHIP AGREEMENT

The Los Angeles and Orange Area Chapter, Maintenance Superintendents Association, (MSA) and Southern California Chapter, American Public Works Association (APWA), partnership agreement enables each organization to make the following opportunities available to their members.

OBJECTIVES

- *Encourage member's attendance at each other's national, state, regional and local education programs and/or vendor expositions by disseminating appropriate information through chapter newsletters and other means.*
- *Provide opportunities to participate in each other's educational activities at member rates.*
- *Provide opportunities to announce educational programs and other information of interest to members in each other's chapter newsletters and web sites in accordance with format and deadlines for publications.*
- *Jointly conduct annual fund raising golf tournament to help develop, support and expand youth scholarship and career development programs being conducted by both organizations.*
- *Assign a member from each organization's Executive Board to annually serve as liaison to sustain this partnership, maintain communications and cooperative endeavors. Duties and responsibilities shall be in accordance with each other's organizational by-laws and/or President's authority. The liaison shall be a member in good standing with both organizations.*
- *Exchange minutes of all business meetings enabling a formal communication linkage to be sustained.*
- *Encourage the development of partnerships between other APWA and MSA chapters in California and other states using mutually established goals and objectives as a model.*
- *Identify co-sponsored programs whenever possible by referencing the event as a partnership program. Uses of each other's logos, on partnership programs, may be authorized by permission of each organizations president or designee in accordance with policy guidelines of National and State organizations respectively.*
- *Encourage development of additional objectives mutually beneficial to each others members based on an annual review or as requested by each organization's president or designee.*

