



SECTION 1 – General

- 1) **Purpose:** The purpose of this policy is to outline general policies for SRRRMN that have been approved by the SRRRMN Board of Directors and do not fall within any other established policies.

SECTION 2 – Policies

1) Newsletter Approval

- a. Newsletter content will be submitted to the PR Committee. The Board will be the final approval for the newsletter.

2) Annual Election Meeting Process for Board of Directors

- a. 45 days prior to the meeting, the Secretary will send a notification to the membership requesting nominations/candidates for board member slots. Anyone wishing to may submit a 150 word or less short paragraph to be included with the list of nominations.
- b. 30 days prior to the meeting, the Secretary will send the list of nominations/candidates received will be sent to the membership along with the paragraphs received.

3) Annual Filing Requirements

- a. The Finance Committee Chair will be responsible for filing both the IRS Form 990 and the Minnesota Secretary of State Filing before May 15th of each year.