

**REGISTER OF DEEDS ASSOCIATION
STANDING RULES**

1. The Association shall not provide table decorations for either Seminar or KCOA. Each District will furnish a door prize with a limit of \$25.00.
2. Fees for all speakers shall be agreed upon by the Executive Board.
3. No expenses shall be paid to Vendors.
4. Expenses for Association members and committees shall be paid upon presentation of a complete voucher. Receipts for all expenses must be attached to completed vouchers or bills will not be paid. Mileage expenses must state beginning and ending destination and date of travel. Mileage allowance will be set January 1st of each year at a rate consistent with the State of Kansas.
5. No bar bills shall be paid.
6. The President's dues and expenses for either IACREAT or NACO shall be paid by the Association.
7. Expenditures over \$300.00 shall be approved by the Executive Board.
8. All Treasurer's records except the ledger may be destroyed after 3 years.
9. Refunds for Seminar registration shall be paid as follows:
 - Cancellation 2+ weeks prior – full refund
 - Cancellation 1 week prior – half refund
 - Cancellation less than 1 week prior – no refund
10. Seminar registration shall be sent to the Treasurer with payment. The Treasurer shall then pass copies of the registration to the Seminar Hostess. Seminar notice needs to go out soon enough for voucher process.
11. An Association credit card may be established in the name of the Association with a credit limit not to exceed \$2,500.00 and no cash advance limit. The credit card shall be maintained and controlled by the Treasurer. The credit card shall only be used for hotel or for expenses that cannot be paid by check for events or expenses pre-approved by the Executive Board.
12. In order to create more expedient means of communication within the Kansas Register of Deeds Association, its committee members and members on the whole, a procedure for electronic means of communication is hereby established. Wherein communication of information to the whole is required on a time sensitive basis and wherein a written communication would be unable to reach the whole association or to a given established committee, an electronic e-mail may be permitted. This e-mail communication addition is not intended to effect or eliminate Article XI as written. Said e-mail communication shall be previewed by the Executive Board and with the approval of the Board shall then be forwarded to the appropriate committee chairs, or to the whole through the KSRODS list-serve. In addition that same approved communication to the whole shall be forwarded to the web-site committee chairperson to insure it appears on the web-site if necessary and so directed by the Executive Board, via the President or Vice-President on behalf of the Board of Directors.