

Michigan Lama Association Policies and Procedures Manual

Adopted by the MLA Board of Directors May 14, 2026

BOARD OF DIRECTORS

- 1) The board of directors shall consist of the following ten (10) positions: President, Vice President, Secretary, Treasurer, four (4) directors, a youth member, and the past-President.
- 2) Descriptions of the duties and responsibilities of the board officers and directors are outlined in the Bi-laws.

Youth Board Member

- 1) This position shall be filled by a youth elected during the Annual Election of Officers and Directors.
- 2) The Youth Board Member shall serve a term of 2 years and shall be elected the alternative year as the Board Officers.
- 3) If the Youth Board Member position is vacant, a replacement may be elected by a majority vote of a quorum of Board Members for the balance of the vacant term.
- 4) This position shall be held by a youth between the ages of 12-18 years at the time of election.
- 5) The qualifying youth must hold a MLA Youth Membership or be covered under a MLA Farm/Family membership
- 6) The youth board member is a non-voting member of the board.

BOARD MEETINGS

- 1) The board shall meet monthly by any means.
- 2) The board shall meet at least once per year in person during the annual meeting of members.
- 3) The board shall follow a prepared agenda which will be reviewed in advance by all board members to facilitate discussion of agenda items in a direct and succinct manner.
- 4) Board members who will be absent from meetings should notify the President or Secretary in advance.
- 5) Old or new business items that were discussed during a board meeting may be voted on via email if time prevents waiting until the next scheduled board meeting. Quorum for email votes constitutes 100% of voting board members. Results of an email vote shall be included in the minutes of the next scheduled board meeting.
- 6) Monthly board meetings are open to all current members.

COMMITTEES

All committees shall be appointed by the MLA Board of Directors unless otherwise specified.

Elections Committee

- 1) The elections committee shall oversee the nomination of candidates for the board, production of the election ballot, and tabulation of votes.
- 2) This committee shall be appointed by the President of the MLA.
- 3) Members of the election committee may not be on the ballot and may not be related to MLA members running on the ballot.
- 4) Additional duties of the elections committee are outlined in the By-Laws.

Fundraiser Committee

- 1) This committee shall oversee the planning, advertising and operation of fundraisers for the MLA.
- 2) The Lamafest Silent Auction shall fund the Kathy Larson Scholarship. Proceeds from this auction of up to \$1000 shall be reserved for the scholarship fund. Any additional proceeds shall be added to the general fund.

Merchandise Committee

- 1) This committee shall oversee the design, purchase, storage and sale of merchandise items for the MLA.
- 2) The committee will provide an annual report of merchandise sales, purchases, and inventory. Additional reports will be provided on request

Scholarship Selection Committee

- 1) The scholarship selection committee shall consist of the committee chair and four additional members that are unrelated to or affiliated with applicants for the application cycle.
 - a) Ron Zechlinski shall have a permanent position on this committee until he resigns.
- 2) Committee members shall remain anonymous to all MLA members except the MLA President and the MLA Board member currently seated as the Scholarship Selection Committee Chair.
- 3) Committee members shall be appointed annually to serve for one application cycle.
- 4) The MLA Board of Directors will determine the number of scholarship awards available based on the annual budget.
- 5) If there are fewer applicants than available scholarship awards, the funding for the awards shall come equally from the scholarship fund and the Zechlinski fund.

AWARDS

Hum Dinger Award Guidelines

- 1) The Hum Dinger award was established to recognize a MLA member's outstanding contributions to the organization.
- 2) The award shall be presented annually at either an MLA sponsored show or the annual membership meeting.
- 3) The three most recent recipients of the Hum Dinger award shall select the award recipient for a given year.

Award - Hum Dinger Plaque

Kathy Larson Scholarship

- 1) The Kathy Larson Scholarship was established to help youth members offset a portion of the educational expenses of vocational or academic training beyond high school.
- 2) This scholarship is funded by the Lamafest Silent Auction.
- 3) The scholarship will be administered by the MLA Board or its appointed committee.
- 4) This scholarship will be awarded annually at Lamafest.
- 5) Annual renewal of this scholarship is allowed for previous recipients for up to three additional award cycles
- 6) The deadline for application is July 1st

Award - \$1000 (one-thousand dollars)

Laurel Zechlinski Memorial Scholarship

- 1) The Laurel Zechlinski Memorial Scholarship shall be awarded annually to a MLA member who meets the criteria outlined in the Youth Scholarship Application.
- 2) This scholarship is funded by the Zechlinski Fund account.
- 3) The scholarship will be administered by the MLA Board or its appointed committee.
 - a) Ron Zechlinski will have a position on an appointed committee overseeing the administration of this scholarship.
- 4) This scholarship will be awarded annually at Lamafest
- 5) Annual renewal of this scholarship is allowed for previous recipients for up to three additional award cycles
- 6) The deadline for application is July 1st

Award - \$1000 (one-thousand dollars)

EQUIPMENT

Trailer Guidelines

- 1) When not in use, the MLA trailer should be stored and maintained by a MLA board member or a current Superintendent of a MLA sponsored show.

- 2) The trailer shall be evaluated at least annually for defects or deficiencies and routine maintenance shall be performed by a MLA Board member or a Board appointed individual or business.
- 3) Any repairs required beyond general maintenance shall be brought before the board before purchases are made.
- 4) The MLA trailer and associated equipment may be utilized by MLA sponsored shows at no charge. It is the responsibility of the show superintendent or their representative to transport the trailer to and from the show.
- 5) The MLA trailer and associated equipment may be borrowed by MLA members for no charge following approval by the board. The MLA member is responsible for picking up and returning the trailer to the location where it is being stored.
- 6) Non-MLA members may rent the MLA trailer and associated equipment following approval by the board and paying a rental fee of \$150 per day. The non-MLA member is responsible for picking up and returning the trailer to the location where it is being stored.
- 7) Equipment that is damaged or lost must be repaired or replaced by the individual or group utilizing the trailer.
- 8) An inventory of the equipment in the trailer shall be done at least annually and reported to the board. The inventory shall be maintained on the door of the trailer and as an addendum to the minutes the month that it is reported.

Additional Equipment

- 1) All equipment stored in the trailer is included when renting the trailer and associated equipment. This may include obstacles, packs, sound equipment, display boards, and tables.
- 2) Individual equipment items may be borrowed by current MLA members following approval by the board.
- 3) Equipment that is damaged or lost must be repaired or replaced by the individual or group utilizing the equipment.
- 4) An inventory of equipment shall be maintained on the door of the trailer

FINANCIAL POLICIES

Financial Guidelines

- 1) All financial records, bank statements and check images will be made available to any board member upon request.
- 2) All check payments over \$1000 must be voted on by the Board of Directors
- 3) The MLA Treasurer will provide the following statements to the Board of Directors at the monthly board meeting:
 - a) Balance Sheet
 - b) Report on the balance of the Zechlinski fund
 - c) Any other report upon request

Operating Funds

- 1) Operating funds are identified as cash funds for the day to day operations of the organization.
- 2) Operating funds will be kept at a bank approved by the board upon recommendation by the Treasurer
- 3) Operating funds will be in a checking account
- 4) The checking account will be accessible to two (2) MLA Board members: the current Treasurer and Secretary

Zechlinski Funds

- 1) A separate accounting will be made for all Zechlinski donations and expenses
- 2) Zechlinski funds are cash funds maintained in a savings account approved by the board upon recommendation by the Treasurer.
- 3) The fund will be accessible to two (2) MLA Board members: the Treasurer and Secretary.
- 4) Cash values in the Zechlinski fund are restricted to the Laurel Zechlinski Memorial Scholarship award.

Donations

- 1) All donations must be approved by the Board of Directors
- 2) Requests for donation should be submitted to the President for addition to the agenda of the next monthly board meeting.
- 3) The maximum yearly amount for donations to outside organizations will be determined in the annual budget
- 4) A memorial gift may be made upon the death of a MLA member or immediate family member of a MLA member of up to \$100.

Returned Checks for Insufficient Funds

- 1) Returned checks for insufficient funds will be managed and addressed by the MLA Treasurer.
- 2) The treasurer shall provide a report on any returned checks and the status of the account at the next monthly MLA board meeting.
- 3) Any fees and related service charges incurred due to insufficient funds shall be added to the balance due.
- 4) The individual or company authorizing the returned check shall be contacted by the Treasurer in writing regarding the returned check, current balance due and options for payment.
- 5) Once a check has been returned for insufficient funds, the individual or company must pay the balance due with money order, with Cashier's check, or via the Paypal account.
- 6) If returned checks are for payment to participate in an MLA sponsored show, the following apply:
 - a) The individual may not participate in MLA sponsored shows until their balance is paid in full

- b) Personal checks will no longer be accepted as a form of payment from that individual unless approved by the MLA Board.
- c) Contact the show superintendent in writing with regards to the returned check and outstanding balance.

INSURANCE POLICY

Individual Liability Insurance

- 1) The MLA will maintain a liability insurance policy to protect its officers and board members, committee members, and volunteers against misuse of association assets.
- 2) The treasurer will oversee the liability insurance policy and ensure its annual renewal.

Event Liability Insurance

- 1) The MLA will maintain a liability insurance policy to protect the organization, its officers and board members, and volunteers at MLA sponsored events.
- 2) Each event location shall carry its own insurance policy.
- 3) The treasurer will oversee the event liability insurance policies and ensure they are in place prior to each event.

Trailer Insurance

- 1) An insurance policy shall be maintained on the MLA trailer.
- 2) A copy of the current insurance policy shall be on the door of the trailer.

MEMBERSHIP POLICY

- 1) Annual memberships are active January 1 - December 31
- 2) Cost of dues will be decided by the MLA Board of Directors based on the annual budget. Any changes to dues for the upcoming year shall be determined and announced by Nov 1st.
- 3) New memberships received after Sept 1st will include an annual membership for the following year.
- 4) The MLA Veterinarian membership is a non-voting membership that includes the following benefits:
 - a) Receipt of the newsletter
 - b) Inclusion in Directory of Veterinarians
- 5) The MLA Youth membership is a voting membership
- 6) A MLA member may submit a new MLA membership for a first time llama/alpaca owner on their behalf. This annual membership will be provided at no cost to the new llama/alpaca owner or the seller.
- 7) A directory of current members shall be maintained on the MLA website and updated at least bi-annually.
- 8) A membership directory will be provided electronically to all current MLA members.
 - a) The electronic directory shall be provided annually

- b) Memberships must be received by Jan 31st to be included in the electronic directory.

NEWSLETTER POLICY

- 1) The Newsletter shall be published quarterly and provided to all current MLA members in electronic form.
- 2) At a minimum, the newsletter shall include the following components:
 - a) Board meeting minute(s) since the previous issue was published
 - b) Treasurer's report(s) since the previous issue was published
 - c) Minutes and/or a report from the Annual Meeting of Members
 - d) MLA-sponsored show results since the previous issue was published
 - e) Election results of Board Members
- 3) Advertising rates for the newsletter shall be determined annually based on the yearly budget.

RECORD RETENTION POLICY

Records may be stored electronically or hard copy. If electronic records are stored, a backup system must be utilized.

Permanent Files:

- Copies of tax returns
- Tax deposits
- Tax and legal correspondence
- Audit Reports
- General ledger
- Financial Statements (not bank statements)
- By-laws
- Policies and Procedures and amendments
- Contracts still in effect
- Minutes of Board of Directors meetings

1 year destroy date

- Routine correspondence with members, judges or vendors

3 year destroy date

- General correspondence with board members
- Expired insurance policies
- Internal audit reports
- Membership applications
- Petty cash vouchers

5 year destroy date

- Bank statements, deposit slips and bank reconciliations
- Cancelled checks
- Reimbursements for MLA sponsored show-related expenses
- Reimbursements for MLA equipment-related expenses
- Any other records relating to expenses not covered above

7 year destroy date

- Expired contracts
- Paid vendor invoices

POLICIES FOR MLA SPONSORED SHOWS

- 1) In order for a show to be sponsored by the MLA, the show must:
 - a) Be held within the state of Michigan
 - b) Submit a proposed budget for the show to the MLA Board of Directors at least three months prior to the show
 - c) Be approved for sponsorship by the MLA Board of Directors
- 2) The MLA Board has the right to discontinue the sponsorship of any show.
- 3) An MLA sponsored show shall be planned, organized and managed by the show Superintendent and/or a show committee. The MLA Board of Directors may provide feedback, advisory support, and suggestions to the show Superintendent and/or show committee
 - a) MLA Board members may be superintendents and may participate on show committees but it is not required.
- 4) A MLA sponsored show shall receive financial support from the MLA by requesting payment for accounts due at least one month prior to the due date or by submitting a request for reimbursement for show-related expenses.
 - a) Expenses must be accounted for on the approved budget or will require approval by the MLA Board of Directors prior to reimbursement.
 - b) Reimbursement requests must be submitted within one month after the conclusion of the show.
- 5) A sponsored show will be advertised for free on the MLA website, quarterly newsletter, and social media. Additional advertising options that incur a cost to the MLA should be accounted for in the show budget.
- 6) MLA sponsored shows will adhere to current movement requirements put in place by the Michigan Department for Agriculture and Rural Development (MDARD) for llamas and alpacas being transported intrastate and interstate.