

December 2011 Summary of SOP Changes

Quick Glance



Date Updated	Section	Change Summary
12/06/11	Cover	Edited to add version date fields.
12/06/11	TOC	Edited to reflect Member-At-Large position name changes from Conference & Communication to Communications and from Member Affairs to Membership and committee name changes from Member Affairs to Membership and Publications to Communications, as well as new and removed sections.
12/06/11	Intro	Edited Revisions section to reflect revised responsibility for SOP updates and revisions to distribution to reflect current practice.
12/06/11	1.00	Edited to clarify Delegates must be members in good standing, made "In Good Standing" a separately defined term for clarity.
12/06/11	4.00	Edited Approval of Revisions Section to delete requirement for changes to occur only at the annual meeting based on Bylaws change approved at 2011 HOD.
12/06/11	5.00	Edited Proposal Section to change notification responsibility from MAL to Secretary, and to delete requirement for changes to occur only at the annual meeting based on Bylaws change approved at 2011 HOD.
12/06/11	7.11	Bailment Contract edited to remove language specific to CD burner and make general for use with any equipment.
12/06/11	8.00	Edited Section D to reflect business class as a non-allowable class, and replaced limousine service with shuttle service.
12/06/11	9.00	Edited Member-At-Large position names.
12/06/11	9.01	Edited Board Members listing position names and updated names.
12/06/11	9.02	Edited Committee coordination list to reflect updated Board position names and responsibilities and 2012 Board members.
12/06/11	9.40	Edited to reflect change in duties for Secretary.
12/06/11	9.50	Edited to reflect change Board position name for MAL and revised duties for Treasurer (vice-chair of Finance).
12/06/11	9.60	Edited to reflect change in committee name and Board position name, as well as to reflect changes in duties (delete SOP updates).
12/06/11	9.70	Edited to reflect change in position name for MAL and to reflect changes in duties (added SOP updates, deleted conference and HOD duties, expanded upon social media and communications duties).
12/06/11	10.00	Edited to reflect Delegate certification forms sent to Secretary, not MAL. Edited Delegate Certification cover letter to reflect Board position name and responsibility changes and minor edits.
12/06/11	10.01	Edited Delegate listing to include Michigan Society and 2011 Delegates names.
12/06/11	11.00	Edited to reflect committee name change from Publications to Communications, and updated committee report format to separate Board action and HOD action sections for clarity.
12/06/11	11.10	Edited to define that committee members must be members in good standing.
12/06/11	11.12	Edited Board nomination form to reflect changes in Board position names.
12/06/11	11.20	Edited to define that committee members must be members in good standing, to reflect transfer of distribution duties to Secretary, and to state that process applies to any member, not just Board members.
12/06/11	11.30	Edited to define that committee members must be members in good standing.

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12/06/11	11.40	Edited to define that committee members must be members in good standing. Updated to require signature of nominee certifying accuracy of information and requiring compliance with nomination submittal guidelines. Added wording reflecting potential for travel advance for recipient.
12/06/11	11.50	Edited to reflect changes in MAL position name and responsibilities, and in committee name.
12/06/11	11.60	Edited Scholarship application form to generalize employment information
12/06/11	11.70	Edited Committee Members section to remove Member At Large and to define that committee members must be members in good standing. Deleted information regarding Society flags from text of all sub-sections.
12/06/11	11.72	Removed Oklahoma dates and added Idaho dates in timetable.
12/06/11	11.76	Removed future Host Society RFQ as Host Society proposal criteria is included in SOP 11.70.
12/06/11	11.80	Edited to reflect change in position name for MAL.
12/06/11	12.01	Edited meeting agenda template to change committee name from Publications to Communications.
12/06/11	12.10	Edited to reflect this meeting as the annual planning meeting and to reflect current practice that there is no Consortium component.
12/06/11	15.00	Edited Dues section to remove special members option and Maintaining Records section to reflect change in position name for MAL.
12/06/11	17.00	Added 2011 activity to milestones list. Moved Consortium items to separate list under SOP 18.00
12/06/11	18.00	Added milestones moved from the Academy milestones list in SOP 17.00
12/06/11	19.00	Miscellaneous edits for clarification purposes.
12/06/11	20.20	Edited to show responsibility of Communications committee, not Publications committee, and distribution by MAL for Communications, not Secretary.
12/06/11	20.40	Edited to reflect MAL position name change.
12/06/11	21.00	Edited to make notification of Officer names mandatory and to require reporting in compliance with Academy required format.
12/06/11	21.01	Added Society Annual Report format template.
12/06/11	21.02	Renumbered listing of Society Presidents.
12/06/11	21.10	Edited to reflect current practice.
12/06/11	21.40	Edited last paragraph to require speaker expenses billed to be actual expenses.
12/06/11	21.50	Section on Society Jurisdictional Flags deleted in entirety.
12/06/11	21.60	Section renumbered to 21.50.
12/06/11	23.00	Edited to clarify transfer of plaque process and to make wording on President's Plaque reflect actual wording on plaque.
12/06/11	24.00	Edited to clarify selection and nomination process and to add award pamphlet to committee responsibilities.
12/06/11	25.01	Edited to add 2011 recipient's name
12/06/11	27.00	Edited to reflect MAL position name change.