

KANSAS LAND TITLE  
ASSOCIATION

POLICY  
AND  
PROCEDURES MANUAL

August 2007  
Revised 8-4-2012

## INTRODUCTION

**APPROVAL:** This document was approved by the Executive Committee of the Kansas Land Title Association in August of 2007. Any changes to these policy directives must be adopted and approved by the Executive Committee of the Kansas Land Title Association and will be added to this manual following said approval.

**PURPOSE:** The primary reason for developing this policy and procedures manual is to set out clear expectations of the Officers, Executive Committee, District Chairpersons, and Committee members of the Kansas Land Title Association as to the finances and other policies of the KLTA.

**HISTORY:** This is the first effort to develop a written policy and procedures manual, including financial information, for the Kansas Land Title Association (KLTA).

**REVISION:** This manual must be continually changed as the mission and operation of the Kansas Land Title Association is modified.

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## I. Executive Secretary

The Kansas Land Title Association, through the Executive Committee, shall employ an Executive Secretary whose duties and responsibilities shall be at the direction and control of the Executive Secretary Supervisory Board, (consisting of the immediate past president, president, president-elect, vice president, and treasurer), and whose salary shall be set by the Executive Committee.

### A. Financial Duties:

The financial duties of the Executive Secretary will be determined by a current job description, employee handbook and offer letter which have been previously approved by the Executive Committee. The following is a list of those currently approved financial duties:

1. Have charge and custody and be responsible for all funds and securities of the Association, receive and give receipts for monies due and payable to the Association from any source; and deposit all funds in the name of the Association in banks or other depositories.
2. Develop a yearly budget for Board Approval
3. Pay bills of the Association with appropriate approval
4. Monthly, Quarterly and Year-End bookkeeping and reports, including monthly reports to officers
5. Preparation of financial data and reports for annual budget meetings, board meeting, annual budget review and annual audit
6. Preparation and mailing of annual dues notices
7. Reminders of nonpayment of dues
8. Collection of district meeting, title school and convention registration fees
9. Pay speaker fees and other fees as applicable for continuing education. Collect registration fees and keep separate bookkeeping information for continuing education program. Report all income and expenses of continuing education to Education Committee and Executive Committee
10. Pay expenses for Board Meetings, District Meetings, Title School, Conventions, and Legislative meetings when presented and appropriately approved
11. Reimbursement for expenses allowed to Board members
12. Pay expenses for attendance to national events when approved by the Board

B. Compensation:

The compensation paid to the Executive Secretary will be determined by the terms in the most currently approved and signed offer letter between the KLTA and the Executive Secretary, as well as any Exhibits to said Offer Letter. The following is the currently approved compensation for the KLTA Executive Secretary:

1. Salary of \$1,875.00 per month, (which is \$22,500.00 per year on an annualized basis)
2. The following expenses are to be reimbursed:
  - i. Mileage to KLTA and/or ALTA meetings, as approved by the KLTA Executive Committee, (this will be at the current mileage reimbursement rate as set by the IRS);
  - ii. Hotel registration fees during KLTA and/or ALTA functions;
  - iii. Meals while traveling on behalf of KLTA;
  - iv. Airfare to ALTA meetings, as approved by the KLTA Executive Committee; and
  - v. Registration Fees for KLTA and/or ALTA meetings.

C. Oversight:

The Executive Secretary Supervisory Board, (consisting of the immediate past president, president, president-elect, vice president, and treasurer), shall have immediate oversight of the Executive Secretary as set out in the current Employee Handbook. However, the KLTA Executive Committee must approve all contracts, handbooks, job descriptions, etc., which affect the Executive Secretary's position.

Per the current handbook, the Association Treasurer will maintain the personnel files on employees and will receive duplicate copies of all bank statements of the Association for review.

## II. Officers & Executive Committee Members

The management and control of the Association shall be vested in the President, the President-Elect; the Vice President; the Immediate Past President, the President of the Past President's Council, and the Executive Committee.

### A. Financial Duties

All decisions regarding the finances of the Kansas Land Title Association will come before and be voted on by the above listed officers and Executive Committee as shown in the By-Laws and Constitution of the Association. In addition, the Executive Committee shall annually select a Treasurer to perform the necessary duties of such office, and prescribe the duties, rules and regulations for the work of the Treasurer.

### B. Compensation

- i. Unless otherwise approved by the KLTA Executive Committee, the President of the Association will receive no salary or other compensation other than the following expense reimbursements:
  1. Mileage to all KLTA and/or ALTA meetings, including surrounding state conventions, (with the exception of ALTA Federal Conference unless special approval is received), which are held and attended during the said President's year, (this will be at the current mileage reimbursement rate as set by the IRS);
  2. Hotel registration fees for said President and spouse during said KLTA and/or ALTA functions and surrounding state conventions;
  3. Meals for said President and spouse while traveling on behalf of KLTA, including from/to surrounding state conventions, (meals during surrounding state conventions are normally complimentary);

4. Airfare for said President and spouse to ALTA meetings, as approved by the KLTA Executive Committee;
5. Registration fees for said President and spouse for all said KLTA and/or ALTA meetings, (normally surrounding state conventions consider this complimentary);
6. Actual expenses for telephone calls, postage, parking fees while at meetings, etc.

**NOTE:** If the President and spouse are unable to attend a specific meeting, and if the President appoints another officer to preside at that function, the reimbursements mentioned above will transfer to the said officer and spouse appointed to preside.

- ii. Unless otherwise approved by the KLTA Executive Committee, the President-Elect of the Association will receive no salary or other compensation other than the following expense reimbursements:
  1. Expenses to the ALTA Federal Conference for the President-Elect and spouse held during the year he/she is President-Elect including the following: Mileage, (this will be at the current mileage reimbursement rate as set by the IRS), Airfare, Hotel Registration Fees, Meals, and ALTA Registration Fees to/from the ALTA Federal Conference. (November 18, 2009)
- iii. Unless otherwise approved by the KLTA Executive Committee, the Vice President; the Immediate Past President, and the President of the Past President's Council will be considered volunteers and will receive no compensation or reimbursements for travel or other expenses.
- iv. Unless otherwise approved by the KLTA Executive Committee, all Executive Committee Members will be considered volunteers and will receive no compensation or reimbursements for travel or other expenses.

### C. Requirements

To receive reimbursements as listed above, or other reimbursements allowed by the KLTA Executive Committee, all Officers and Executive Committee Members must pay for said items with their own funds, then submit all receipts for said expenses attached to an Expense Voucher, (See Exhibit "A" attached), to the KLTA Executive Secretary for reimbursement.

### III. District Chairpersons

Each of the two elected Executive Committee members from each District shall appoint his/her own District Chairperson of the District. The term of office of each District Chairperson shall run from date of appointment to the next annual convention.

#### A. Compensation

- i. Unless otherwise approved by the KLTA Executive Committee, all District Chairpersons will be considered volunteers and will receive no compensation or reimbursements for travel or other expenses.

### IV Committees - Compensation

All KLTA committee chairs and committee members will be considered volunteers and will receive no compensation or reimbursements for travel or other expenses unless otherwise approved by the KLTA Executive Committee with the following exceptions:

A. The Vice Chairperson of the Education Committee as elected by the Education Committee members per KLTA By-Laws, Article IV: Sec. 3, shall receive a complimentary hotel room during the KLTA Title School.

B. The Chairperson and/or Co-Chairperson of the Legislative Committee shall receive reimbursement for mileage, (this will be at the current mileage reimbursement rate as set by the IRS), meals when traveling and testifying on behalf of the KLTA on legislative issues and for actual expenses for telephone, postage or other expenses when contacting legislators and/or lobbyist on behalf of the KLTA.

## V. Miscellaneous Policies & Procedures Updated from February 2001

- A. The following updates will take effect upon approval of this Policies and Procedures Manual in August of 2007 and will supersede those previously dated February 2001.
1. “The Kansas Abstracter” will accept Paid advertising. KLTA member “Business for Sale” ads are accepted at no charge.
  2. One free KLTA membership directory will be provided to every KLTA Active and Associate member. Extra copies may be purchased at \$15.00 each.
  3. The Education Committee will set the fees for the KLTA Title School, subject to Executive Committee oversight.
  4. The Education Committee will set the fees for continuing education, including auditing fees, subject to Executive Committee oversight.
  5. The Executive Secretary will be responsible for KLTA website with oversight of the Executive Committee.
  6. The Executive Secretary and Treasurer shall oversee and approve all convention expenditures with the input of the President and the Convention Committee. Subject to Executive Committee oversight.
  7. The Executive Secretary has the authority to enter into contracts with vendors for services, subject to Executive Committee oversight. Examples: printing, mailing, convention, accounting, legal, insurance, etc.
  8. The Executive Secretary upon approval of the Supervisory Panel shall have authority to hire and pay employees’ compensation, subject to the review of the Executive Committee.
  9. Audio or video recording is permitted at the KLTA Continuing Education sessions.
  10. Auditing at KLTA Continuing Education sessions is permitted at no cost.

11. Underwriting Companies who are KLTA members shall currently contribute \$1,500.00 to the annual KLTA Convention. Annual dues are \$1,500.00 per year.
12. The Young Title Person Committee shall be comprised of the immediate past president, president-elect and two active members from the Executive Committee of the KLTA. The immediate past president shall be the chair. At the option and recommendation of the committee, the award may not be given each year. It will be at the sole discretion of the committee to determine if there are qualified applicants. Anyone, age 35 or younger, employed by a member of the KLTA, is eligible to be nominated for the Young Title Person Awards.
13. The KLTA Distinguished Service Award will be awarded by a vote of the Executive Committee.
14. Kansas Register of Deeds and their staff/personnel may attend the KLTA Title School at the KLTA Member Rate as set by the Education Committee.
15. Smoking is permitted in designated smoking areas only at KLTA events.
16. No late arrivals to any Continuing Education Session will be allowed to enter the session.
17. Vendors, approved by the Executive Committee, are allowed at the KLTA Annual Convention. The fee is one convention registration and set up fee to be established by the convention committee.
18. No vendors are permitted at the KLTA Title School.

## VI. Audit Procedures

Per vote by the Executive Committee on February 7, 2003, the President will no longer appoint an Audit Committee. As a substitute to said Audit committee, an Accountant's compilation report and financial statements will be given to each of the voting members of the Executive Committee along with a copy of the previous year's report to be reviewed, discussed and voted on by said individuals.

## Kansas Land Title Association Expense Voucher

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Describe Expense and relevance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Total

Mileage (\_\_\_\_Miles One way X 2=\_\_\_\_ X \$\_\_\_\_/mile =\_\_\_\_)

Airline Fares: \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Hotel: (\_\_\_\_Nights @ \$\_\_\_\_ each) \_\_\_\_\_

Parking Fees: \_\_\_\_\_

Meals: \_\_\_\_\_

Postage: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Total Amount of Expenses: \_\_\_\_\_

Itemize Other Expenses: \_\_\_\_\_  
 \_\_\_\_\_  
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Officer	Signature	Date
Date Reimbursed:	Amount Reimbursed: \$	Check #: