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**Policy Manual  
of the  
Missouri  
Professional  
Auctioneers  
Association (MPAA)**

**(month, year adopted)**

24 **1. ADMINISTRATIVE**

25 **1-1 General Policies**

- 26 (1) Policies – Missouri Professional Auctioneers Association (MPAA) will be adhered
- 27 to and only official action of the Board of Directors can change the policies.
- 28 (2) Policy Revisions – Revisions to any Policy Statement of the MPAA will become
- 29 effective following the meeting of the Board of Directors at which the revisions
- 30 are approved.
- 31 (3) Discrimination – It is the position of the MPAA that no discrimination shall be
- 32 exhibited to any individual due to sex, race, religion, familial status, or national
- 33 origin.

34 **1-2 Mailing Lists**

- 35 (1) Member Mailing Lists – A list of members is available on the website or from the
- 36 Secretary / Treasurer. The MPAA does not recommend one auctioneer’s service
- 37 over another.
- 38 (2) Requests for Names – When the public contacts the MPAA, requesting names of
- 39 Members in their area, staff may provide a copy of the membership directory that
- 40 was mailed with the spring issue of *The Missouri Auctioneer*. In the event a
- 41 membership directory is not published, staff may provide a printout of th current
- 42 membership list.

43 **1-3 Procedures**

- 44 (1) Correspondence – All correspondence pertaining to the Association’s business
- 45 will be directed to the Secretary / Treasurer or the executive director.

47 **2. AWARDS**

48 **2-1 Hall of Fame**

- 49 (1) Number of Recipients – The number of Hall of Fame recipients is strongly
- 50 recommended to be one per year. The Hall of Fame Committee may due to
- 51 unusual circumstances select a maximum of two recipients in a given year.

52 **2-2 Other Awards**

- 53 (1) **Member sponsorship awards**—An award will be given to the member recruiting
- 54 and sponsoring the most new members during the current year, per the Secretary /
- 55 Treasurer’s records. This award will be given at the Winter conference.
- 56 (2) **State Bid Call Champion** – The winner of the state bid calling contest will have
- 57 their entry fee paid into the International Auctioneer's Contest at the National
- 58 Auctioneers Association Conference. This entry fee will be paid only in the same
- 59 year.
- 60 (3) **Early Registration bonus for Winter conference**—An award for a designated
- 61 amount will be given to one auctioneer for early registration as determined by a
- 62 random drawing of eligible registrants.
- 63 (4) **Award of Distinction** —Given to a member of the Missouri Professional
- 64 Auctioneers Association in recognition and appreciation of their dedication and
- 65 service to the association. Nominations will be received from the membership at
- 66 large and the Hall of Fame Committee shall select the recipients. It is our intent
- 67 that this award is given only after due consideration and deliberation of the
- 68 nominee’s lifetime contributions to the association.

69 (5) **AWARD OF SUPPORT** – Given to a group for their continuous support of the  
70 auction industry and to the Missouri Professional Auctioneers Association.  
71

### 72 3. BOARD OF DIRECTORS

#### 73 3-1 General Policies

- 74 (1) President’s Plan – Within ninety days prior to his / her installation as president,  
75 the President Elect shall have a detailed plan coordinated with and approved by  
76 the Executive Committee covering their goals and plans for **their** year as  
77 President. The President Elect shall consider provisions in the **Five Year Plan**;  
78 and a copy provided to the Board of Directors at the pre Winter conference board  
79 meeting.
- 80 (2) Our policy is that all persons interviewing for Office shall be made aware of the  
81 requirements, duties, and responsibilities for their term in office. Those who  
82 interview for Vice President and President Elect are made aware of the  
83 requirement of submitting a President’s One Year Plan Prior to assuming the  
84 office of President, which takes into consideration the existing Five Year Plan.
- 85 (3) Committee Method – The Missouri Professional Auctioneers Association Board  
86 of Directors shall conduct business following the committee method and using  
87 Robert’s Rules of Order as a guide.
- 88 (4) **Disclosure of Employee Salaries** – Members of the Board of Directors have the  
89 right to be informed as to the salaries of individual MPAA employees, and these  
90 salaries may be discussed in executive session of the Board of Directors or its  
91 committees. The salaries of individual employees below the level of Secretary /  
92 Treasurer will not be publicly disseminated.  
93

#### 94 3-2 Board Meetings

- 95 (1) **Meetings** – Meetings of the Board of Directors shall be held at the discretion of  
96 the President. However, our intent is to have the Board of Directors meet at least  
97 four times throughout the year.
- 98 (2) **Agenda** – The Board of Directors agenda, during the Winter conference is  
99 planned to run from Thursday evening prior to the Winter conference until  
100 Sunday afternoon at dismissal time.  
101

#### 102 3-3 Standing Committees

103  
104 **3-301 All committees shall be chaired by a member of the Board of Directors unless**  
105 **determined otherwise by the Executive Committee.**  
106

107 **3-302 All committee chairpersons shall review the current Five Year Plan and**  
108 **determine what steps need to be taken for their committee to be in compliance with**  
109 **the Five Year Plan.**  
110

111 **3-303 All Board of Directors and Committee members should be aware of travel**  
112 **expenses, meeting expenses and teleconference expenses.**  
113

- 114 (1) Executive Committee – Shall consist of the President, President Elect, the Vice  
115 President, and the Secretary / Treasurer or executive director (non-voting  
116 member). It shall be the duty and responsibility of the Executive Committee to:  
117 (A) Act on behalf of the Board of Directors on day-to-day management affairs  
118 or other matters other than policy changes, Bylaw and / or Articles of  
119 Incorporation revisions.  
120 (B) The **Executive Committee** shall serve as the Grievance Committee (See  
121 Standing Committees)
- 122 I. President – The President shall preside at all meetings of the Missouri  
123 Professional Auctioneers Association and the MPAA Board of Directors  
124 meetings. If the President is unable to fulfill this duty, the President Elect will  
125 be charged with this duty. The President shall write personal letters to all new  
126 members.
- 127 II. Secretary / Treasurer or Executive Director – The Secretary / Treasurer or  
128 Executive Director shall be a non-voting member of the Executive  
129 Committee and the Board of Directors.
- 130 The duties and responsibilities of the Secretary / Treasurer or Executive Director are:  
131 (A) Maintain and have charge of the State Headquarter office for the Missouri  
132 Professional Auctioneers Association.  
133 (B) Attend all meetings and record all voted motions and minutes of all  
134 proceedings and register the names of the members in attendance.  
135 (C) Issue all required notices.  
136 (D) Compile information on members’ specialties and enter them into the  
137 computerized member’s records.  
138 (E) Receive all applications for membership and record it and when approved  
139 for membership shall issue membership cards.  
140 (F) Answer all communications except those requiring the attention of the  
141 various officers.  
142 (G) Comply with request from the Board of Directors for information  
143 concerning expenditures made by the in the performance of their duties.  
144 (H) Provide financial statements, as requested, to members of the Executive  
145 Committee.  
146 (I) Maintain compliance for bonding.  
147 (J) Maintain IRS compliance and reporting.  
148 (K) Maintain compliance with required Corporation Reports including annual  
149 audit.  
150 (L) Shall monitor rates being paid to the MPAA for checking and savings  
151 accounts.  
152 (M) Make and provide signs as needed for registration or any other function of  
153 the MPAA.  
154 (N) Send membership renewal notices as follows: the first renewal notice will  
155 appear in *The Missouri Auctioneer*, the second renewal notice will be sent  
156 by first class mail, the third renewal notice will be a highlighted mailing  
157 label on *The Missouri Auctioneer*, and the fourth and final dues notice will  
158 be sent by first class mail. Following the final notice, if no there is no

- 159 response from the member, his / her name will be sent to the Chairperson  
160 of the Membership Committee.
- 161 (O) Inventory promotional items prior to the Mid Summer meeting of the  
162 Board of Directors.
- 163 (P) Notify the MPAA Auxiliary that a report is to be submitted, in person if  
164 possible, to the MPAA Secretary for submission to the MPAA Board of  
165 Directors.
- 166 (Q) Mail the agenda and related items including the Financial Report to  
167 members of the Board of Directors at least ten (10) days in advance of the  
168 meetings.
- 169 (R) Register all conference attendees and make necessary arrangements with  
170 the conference site for meals and meeting accommodations.
- 171 (S) Issue a press release of all Officers and Board of Directors elections to  
172 respective local news media in coordination with the Secretary and the  
173 promotion committee.
- 174 (T) Perform such other duties and President may direct.
- 175  
176

177 (2) **Budget and Audit Committee** – The Chairperson of this committee shall obtain the  
178 MPAA Treasurer’s book at the end of the fiscal year, December 31, for audit; usually this  
179 is done prior to the MPAA Winter conference. It shall be the duty and responsibility of  
180 this committee to:

- 181 (A) Plan the budget at the beginning of the year with the assistance of the President  
182 Elect and the Secretary / Treasurer or Executive Director.
- 183 (B) Present the budget to the Board of Directors for their approval prior to the budget  
184 being presented to the membership at the Annual Meeting.
- 185 (C) Ensure / assist the Secretary / Treasurer or Executive Director in completing the  
186 following:
- 187 (a) Maintain compliance for bonding.
- 188 (b) Maintain IRS compliance and reporting.
- 189 (c) Maintain compliance with required Corporation Reports including annual  
190 audit.
- 191 (d) Shall monitor rates being paid to the MPAA for checking and savings  
192 accounts.
- 193

194 (3) **Fun Auction Committee** – It shall be the duty and responsibility of this committee  
195 to:

- 196 (A) Work with the Promotion Chairperson to provide advertisement, in a timely  
197 manner, prior to the auction being held.
- 198 (B) Collect and display all items to be auctioned.
- 199 (C) Conduct the auction in a professional manner and in a way that best benefits the  
200 Association.
- 201 (D) Provide all the help and supplies needed to handle the auction including the clerk,  
202 cashier, startup cash box (cash to be provided by the MPAA Treasurer), and sound  
203 system.

- 204 (E) Arrange for and conduct a first conference auctioneers special event (i.e. rookie  
205 contest) and awards; and conduct the charity portion of the auction. All approved  
206 expenses per budget will be paid for by the MPAA.
- 207 (4) **Summer conference Committee** (Summer Get Together) – This conference is to be  
208 strongly family oriented with activities for everyone. It shall be the duty and  
209 responsibility of this committee to:
- 210 (A) Provide for a mid summer mini conference with emphasis on fellowship and  
211 education.  
212
- 213 (5) **State Bid Call Contest Committee** – It shall the duty and responsibility of this  
214 committee to:
- 215 (A) Promote the Bid Calling Contest among auctioneers to participate in the event and  
216 work with the promotion committee to advertise the Bid Call Contest to the  
217 general public.
- 218 (B) Arrange and provide for judges. Entry fees for the contest and compensation for  
219 the judges shall be determined by the Board of Directors. The names of judges  
220 shall be kept confidential. Only the President, the Secretary / Treasurer or  
221 Executive Director, and members of the Bid Call Committee shall be aware of the  
222 names of the judges.
- 223 (C) Arrange for all the help and supplies needed for the contest including:
- 224 (a) Check-in contestants and determine by a random drawing of numbers the  
225 competition order of the contestants.
- 226 (b) Arrange for stage assistants, bid assistants, clerks, cashiers, and cash box  
227 (provided by the MPAA Treasurer or Executive Director).
- 228 (c) The MPAA shall provide the contest’s winner with a belt buckle & plaque, at  
229 the MPAA expense.
- 230 (d)
- 231 (6) **Reception Committee** – It is the duty and responsibility of this committee to:
- 232 (A) Greet people at the Winter and Mid Year conferences as they arrive, assist the  
233 Secretary / Treasurer in registering the attendees, hand out packets provided by  
234 the Chambers of Commerce (or similar group) to MPAA members registering,  
235 and provide the attendees with information concerning meeting and scheduled  
236 events.
- 237 (B) Act as sergeant of arms for seminars and meetings of the MPAA.
- 238 (C) Take tickets at the door for banquets and give a count to the Secretary / Treasurer.
- 239 (D) Coordinate and conduct the First Time Attendee orientation with the Hall of Fame  
240 members and past Presidents of the MPAA.  
241
- 242 (7) **Vendor Committee** - It is the duty and responsibility of this committee to:
- 243 (A) Contact suppliers and individual businesses, which supply products and / or  
244 services used by auctioneers, and provide them with information soliciting their  
245 participation as a vendor at the Winter conference.
- 246 (B) Recommend fees / charges for vendor participation to the Board of Directors.
- 247 (C) Arrange for display areas and tables for the vendors with the staff at the  
248 conference site prior to the conference.

249 (D) Provide vendors with the name of the staff person at the conference site to contact  
250 for individual vendor needs (i.e. Internet connection or electricity).  
251

252 (8) **Education Committee** – This committee in coordination with the President will be  
253 given the latitude to determine the subject matter of seminars, taking into consideration  
254 the wishes of the Board of Directors for diversification of subject matter. The scheduling  
255 of seminars and other programs will be at the discretion of the President. It is the duty  
256 and responsibility of this committee to:

- 257 (A) Arrange for approved and accredited seminars for real estate licensees at the  
258 Winter conference.
- 259 (B) Research, develop, and plan educational opportunities. This research and  
260 development shall be coordinated with the Board of Directors and / or the  
261 Executive Committee.
- 262 (C) Work with the Legislative Committee concerning changes in law that will require  
263 education of the general membership.
- 264 (D) Recommend fees for the real estate and other seminars to the Board of Directors.
- 265 (E) Provide critique / instructor evaluation sheets for all seminars conducted.
- 266 (F) Review critique / instructor evaluation sheets to determine instructor effectiveness  
267 and to recommend changes in future seminars.
- 268 (G) Inform all instructors to refrain from using off color humor or jokes.
- 269 (H) Monitor and pre-view all tapes / handouts of educational seminars for language or  
270 statements that are in conflict with MPAA policy and request such language or  
271 statements be edited before distribution.  
272

273 (9) **Legislative Committee** – This committee in coordinate with the Legislative Monitor  
274 to monitor action of the Missouri Legislature concerning matters pertaining to the  
275 Missouri Professional Auctioneers Association and its members. No member of the  
276 Legislative Committee will lobby, on the behalf of the MPAA, any government agency  
277 with which he / she is presently negotiating a contract. It is the duty and responsibility  
278 of this committee to:

- 279 (A) Provide a report to the Board of Directors and the general membership on changes  
280 or action that needs to be made / taken.
- 281 (B) Review the By-Laws and Constitution of the Missouri Professional Auctioneers  
282 Association annually for any changes that need to be made.
- 283 (C) Make recommendations to the Policy Committee concerning changes in  
284 legislation what could affect the Policy Manual /Committee. Any  
285 recommendation shall be made prior to the Board of Directors meeting at the Mid  
286 Winter Conference.  
287

288 (10) **History and Memorial Committee** - It is the duty and responsibility of this  
289 committee to:

- 290 (A) Maintain records of accomplishments and special recognition of the Association  
291 and its members.
- 292 (B) Maintain a file with copies of The Missouri Auctioneer.
- 293 (C) Maintain a file, in writing, of general information and historical activities of the  
294 Association and its members.

- 295 (D) Coordinate with the MPAA Auxiliary to conduct a memorial service, during the
- 296 Winter conference, for members that have died during the year.
- 297 (E) Coordinate with the Secretary / Treasurer to send a card and acknowledgement of
- 298 a memorial given to the MPAA-MPAAA scholarship fund.
- 299

300 (11) **Five Year Planning Committee** - It is the duty and responsibility of this committee

301 to:

- 302 (A) Present a Five Year Plan to the Board of Directors for their approval.
- 303 (B) Make recommendations to the Board of Directors for updating the Current Five
- 304 Year Plan.
- 305 (C) Originate long-range ideas.
- 306 (D) Coordinate the MPAA Auxiliary involvement with projects and scholarship
- 307 planning.
- 308 (E) Meet with the Executive Committee during or prior to the Spring Board meeting
- 309 to coordinate and discuss recommended changes to the Current Five Year Plan.
- 310

311 (12) **Membership Committee** - It is the duty and responsibility of this committee to:

- 312 (A) Work to increase membership in the MPAA.
- 313 (B) Contact MPAA members in different areas of the state and seek their assistance in
- 314 contact non-members in an effort to get the non-members to join the Association.
- 315 It shall be the Committees discretion to determine the best method to use in
- 316 contacting members and non-members.
- 317 (C) It shall be the responsibility of the Membership Committee to make personal
- 318 contract with members not renewing their membership in an attempt to get the
- 319 member to renew or to ascertain the reason why the member chooses not to renew
- 320 their membership.
- 321 (D) Check local auction ads and flyers to identify new auctioneers and non-member
- 322 auctioneers.
- 323 (E) Establish and maintain correspondence with auction schools in hopes of
- 324 identifying new graduates that possibly could become members of the MPAA.
- 325 (F) Develop and initiate a program to identify and recruit auctioneers who are
- 326 currently not members.
- 327 (G) Coordinate with the Secretary / Treasurer to ensure that an “invitation to join”
- 328 letter is sent to prospective members.
- 329 (H) Develop and initiate a program of new member sponsorship. The intent of the
- 330 Board of Directors is the establishment of a tutoring program whereby new
- 331 auctioneers are paired with a more experienced auctioneer who will be able to
- 332 give advice and help to the new auctioneer. The Committee shall coordinate the
- 333 development of this program with the Board of Directors and / or the Executive
- 334 Committee.
- 335 (I) Promote membership contacts as defined by the Board of Directors.
- 336

337 (13) **Nominating Committee** – This committee shall consist of the three (3) immediate

338 past Presidents and two (2) members of the Association that have been selected by the

339 President. The outgoing President shall serve as the Chairperson of this committee. It is

340 the duty and responsibility of this committee to:



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- (A) Review all applicants with a personal interview and submit a slate of officers consisting of President, President Elect, Vice-President and three (3) directors for election by a majority vote at the annual membership meeting.
- (B) Our policy is that all persons interviewing for Office shall be made aware of the requirements, duties, and responsibilities for their term in office. Including those interviewing for Vice President and President Elect of the requirement for them to submit a President's One Year Plan prior to them assuming the office of President, which takes into consideration the existing Five Year Plan.

(14) **Policy Committee** - It is the duty and responsibility of this committee to:

- (A) Review the policy manual annually and recommend changes to the Board of Directors.

(15) **Grievance Committee** – It is the purpose of this committee to investigate any grievance that is submitted writing and to inform the person submitting the grievance of the committee's findings. It is the duty and responsibility of this committee to:

- (1) Receive all grievances filed against a member of the Missouri Professional Auctioneers Association concerning the conduct of that person or his / her business unless mediation, pending legal action or arbitration is in process.
- (2) Document all communication concerning a grievance. This documentation shall be pasted on the next Chairperson of the Grievance Committee. A copy of all documentation concerning a grievance shall also be sent by this committee to the Secretary / Treasurer.
- (3) Report to the Board of Directors as to the grievance and the decision reached by the Committee.

(16) **Promotion Committee** - It is the duty and responsibility of this committee to:

- (1) Research and develop strategies and ideas to promote the MPAA and events conducted by the MPAA.
- (2) Issue a press release of all Officers and Board of Directors elections to respective local news media in coordination with the Secretary.
- (3) Provide to the public information on MPAA activities that will promote and recognize the accomplishments of the Association and individual members.
- (4) Provide publicity for MPAA conferences in cooperation with the Executive Committee, conference Committee, and Fun Auction Committee.
- (5) Coordinate the flow of information between *The Missouri Auctioneer* editor, Secretary / Treasurer, and the President.
- (6) Solicit advertisement in *The Missouri Auctioneer* from business associates such as title companies, sign companies, attorneys, auction publications, equipment vendors, NAA, auction schools, and any other businesses associated with the Auction business.

(17) **Scholarship Committee** – The Scholarship Committee shall consist of members of the Hall of Fall.

387

388 (18) **Hall of Fame and Award of Distinction Committee** – The Hall of Fame Award of  
389 Distinction Committee shall consist of all previous Hall of Fame recipients and the  
390 current MPAA President with each member having voting rights. It is the duty and  
391 responsibility of this committee to:

392 (1) Establish separate eligibility criteria and guidelines for Hall of Fame and  
393 Award of Distinction recipients. (Once the Hall of Fame Committee  
394 establishes the eligibility criteria and guidelines they will be published and  
395 become part of this Policy Manual.)

396

397 **3-4 Minutes**

398 (1) Approval of Minutes – Minutes are to be submitted for approved, by the  
399 Board, at the next Board of Directors meeting.

400 (2) Confidential Status – The minutes are to remain confidential until approved  
401 by the Board of Directors.

402

403 **3-5 Reports and Preparation Packets**

404 (1) Reports from Affiliated Organizations – At meetings of the MPAA Board of  
405 Directors, representatives of the MPAA Auxiliary are requested to submit a  
406 report on the current happenings and progress of the MPAA Auxiliary.

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409 **4. Conference**

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412 **4-1 Annual Meeting**

413 (1) There will be an annual business meeting, preferably in February or March.  
414 The Secretary shall record all proceedings at the annual meeting and all other  
415 meetings of the general membership.

416 (2) The President will appoint a parliamentarian that shall follow the Roberts  
417 Rules of Order.

418

419 **4-2 Alcohol**

420 (1) Cash Bars – No alcoholic bars are allowed in the same room as MPAA  
421 business meetings or education seminars. The MPAA shall at no time provide  
422 alcohol or cereal / malt beverages at MPAA's expense.

423

424 **4-3 Invocations**

425

426 (3) Invocations at Meetings – The MPAA at all meetings and events shall allow  
427 its members to pray in any manner that they desire. Further, the MPAA  
428 recognizes the rights of its members not to pray if they desire. At state  
429 meetings, most faiths are likely to be represented. Any member of this  
430 Association may request to lead a pray at any meeting.

431

432

433 **4-4 Exhibitors**

434 (1) Exhibitors shall be allowed to attend seminars, excluding continuing  
435 education classes, at no additional expense to them. Exhibitors are  
436 responsible for their own meals and expenses.  
437

438 **4-5 Hotel Suites**

439 (1) Hotel Suites or Rooms – The President, President Elect, and the Secretary /  
440 Treasurer or Executive Director shall be provided hotel suites or rooms at  
441 each conference by the MPAA.  
442

443 **4-6 Entertainment**

444 (1) Entertainment Policy – It shall be the responsibility of the Secretary /  
445 Treasurer to inform the conference chairperson and / or chairpersons of  
446 entertainment committees that only family type entertainment shall be  
447 presented; and any off-color entertainment, expressed or implied, is not  
448 acceptable.

449 (2) The MPAA will provide expenses for the President’s reception subject to  
450 budget restraints.  
451

452 **4-7 First Time Attendees**

453 (1) An individual’s first attendance at a MPAA conference will be indicated  
454 **with a ribbon on their name badges.**

455 (2) First time attendees will be informed and encouraged to attend the first  
456 time attendees’ orientation at MPAA conferences.  
457

458 **4-8 Fun Auction**

459 (1) The Fun Auction shall be the responsibility of the Fun Auction Committee.  
460 (See Standing Committees)

461 (2) An auction summary will be provided as soon as possible after the fun  
462 auction. The Chairman of the Fun Auction Committee and the Treasurer (or  
463 representatives) are responsible for attempting to collect any outstanding  
464 balances as soon as possible.

465 (3) The Fun Auction Committee shall not accept any consigned items for the fun  
466 auction. All items sold at the Fun Auction will be sold without reserve.  
467

468 **4-9 conference Programs**

469 (1) MPAA and MPAA Auxiliary events will be listed in the main section of the  
470 conference program. All non-MPAA approved / sponsored events being held at  
471 the conference will be listed in a separate section of the program.  
472

473 **4-10 conference Registrations**

474 (1) Registration fees shall be at the discretion of the Board of Directors after taking  
475 into consideration the conference center costs. Rates will be determined for  
476 adults, guests, and persons of the age of twelve (12) and under.  
477

478 (2) At all MPAA conferences and seminars, Association officers are to be recognized  
479 with name and title included on their badges. All conference registrants shall be  
480 recognized with their name, auctioneer designations, and address included on  
481 their badges.  
482

#### 483 **4-11 Workshops**

484 (1) Non-member seminar and MPAA conference workshop instructors shall be  
485 reimbursed but done on an individual basis with consideration of budgetary  
486 restraints. It shall be the duty and responsibility of the Board of Directors to  
487 determine / approve reimbursement amounts.

488 (2) The continuing education sign-up sheets shall be the responsibility of the Real  
489 Estate seminar instructor / school per Missouri Real Estate Commission  
490 requirements.

### 491 **5. FINANCE**

#### 492 **5-1 General Policies**

493 (1) The Secretary / Treasurer or executive director shall deposit funds in insured  
494 financial institutions within the state of Missouri and at a convenient location for  
495 the general operation of the MPAA.

496 (2) In general, the MPAA will not keep more than twenty thousand dollars (\$20,000)  
497 in an active checking account.

498 (3) Investment of funds shall be placed in a Federally Insured money market account  
499 or a Federally Insured Certificate of Deposit determined by the Board of  
500 Directors.

#### 501 **5-2 Audits**

502 (1) An annual audit shall be conducted by the Audit Committee, the Board of  
503 Directors shall require an independent audit be conducted at the discretion of the  
504 Board of Directors.

505 (2) Significant portions of the annual audit shall be published in *The Missouri*  
506 *Auctioneer*.

507

#### 508 **5-3 Budget**

509 (1) Any non-budgeted expense over five hundred dollars (\$500.00) shall be presented  
510 for approval to the Board of Directors.

511 (2) The budget for the next fiscal year shall be presented for adoption by the MPAA  
512 membership at the annual meeting at the Winter conference, after the Board of  
513 Directors has approved it.

#### 514 **5-4 Expense Reimbursement**

515 (1) The official telephone calls and postage of the President and Secretary / Treasurer  
516 or Executive Director shall be reimbursable expenses.

517 (2) Meals at the Board of Directors meeting shall be paid for by the MPAA for all  
518 Board members. No meal expenses shall be provided for committee meetings.

519 (3) Any extraordinary expenses must be submitted to the Board of Directors for  
520 reimbursement approval.

### 521 **6 MEMBERSHIP**

#### 522 **6-1 General Policies**

523 (1) The word “Member” is to precede the initials “MPAA” and / or the name  
524 “Missouri Professional Auctioneers Association” whenever the Member refers to  
525 their membership in the Association when advertising, on letterheads, on business  
526 cards, etc.

527 (2) When the MPAA is informed that a person and / or business is using the MPAA  
528 logo without permission and / or not using the current logo a representative, as  
529 designated by the Executive Committee, shall obtain documentary proof of the  
530 wrong doing. The MPAA representative shall attempt to recruit them as a  
531 member of the MPAA or inform them they are required to now use the current  
532 MPAA logo and that failure to use the current MPAA logo is just grounds for loss  
533 of membership in the Association. If a non-MPAA member is not interested in  
534 MPAA membership, the MPAA representative shall, on behalf of the Executive  
535 Committee, send a cease and desist action letter to the infringer demanding a  
536 written response and an agreement that the infringer will cease using the logo.

537 (3) Professional auction designations, if made known with their annual membership  
538 renewal, shall be used after the designee’s name in all publications, mailings,  
539 name badges, etc.

#### 540 **6-2 Types of Membership – Dues to be determined by approval of the Board of** 541 **Directors**

542 (1) General Member – anyone directly involved in the auction business as an  
543 auctioneer with full voting rights and is eligible to serve as a director.

544 (2) Affiliate Member – anyone directly involved in the auction business but not an  
545 auctioneer. They will have no voting rights and are not eligible to serve as a  
546 director. Their dues are one half the amounts of general membership dues.

- 547 (3) Associate Member – anyone indirectly involved in the auction business but will  
548 have no voting rights and is not eligible to serve as a director. Their dues are one  
549 half the amounts of general membership dues.
- 550 (4) Retired Member – any auctioneer considering themselves retired but conducting a  
551 minimal amount of auctions each year. They have voting rights. Their dues are  
552 one half the amounts of general membership dues.
- 553 (5) First Year Member – anyone directly involved in the auction business as an  
554 auctioneer and joining for the first time. They have full voting rights and may  
555 serve as a director. Their dues are one half the amounts of general membership  
556 dues.
- 557 (6) Honorary Membership – All Governors of the State of Missouri who proclaim  
558 National Auctioneers Month will be designated an Honorary Member of the  
559 MPAA. State dignitaries who participate in MPAA conference programs will be  
560 designated as Honorary Member. The MPAA Board of Directors may use its  
561 discretion in awarding Honorary Memberships to the benefit of the MPAA.  
562 Special certificates will be presented to all Honorary Members.

### 563 **6-3 Dues**

- 564 (1) Annual dues of General Members are directed by the Board of Directors, dues for  
565 Affiliate Members, Associate Members, Retired Members, and First Year  
566 Members are one half the general membership dues. The Board of Directors may  
567 change membership dues.

## 568 **7. Publications**

### 569 **7-1 The Missouri Auctioneer**

- 570 (1) The official name of the MPAA magazine will be *The Missouri Auctioneer*.
- 571 (2) It will be the duty of the Board of Directors to contract an individual or entity to  
572 edit and publish *The Missouri Auctioneer*.
- 573 (3) Duties of the editor of *The Missouri Auctioneer* are:
- 574 (A) To contract with a printing company for the bi-monthly printing of *The*  
575 *Missouri Auctioneer*.
- 576 (B) To research and solicit articles for publication in *The Missouri Auctioneer*.
- 577 (C) To coordinate with the Secretary MPAA or Executive Director – MPAA event  
578 information and registrations for publishing in *The Missouri Auctioneer*.
- 579 (D) Prepare *The Missouri Auctioneer* for bulk mail and deliver to the post office.

- 580 (4) Manufactures of reproductions may purchase advertising in *The Missouri*  
581 *Auctioneer* unless complaints are received about their marketing practices. The  
582 MPAA takes the position that its members should adhere to the Code of Ethics.  
583 The Code of Ethics does not allow a member to knowingly sell a reproduction as  
584 an original. The MPAA staff will respond to any negative publicity by stating that  
585 the MPAA is opposed to the misrepresentation of reproductions.
- 586 (5) A disclaimer shall be in *The Missouri Auctioneer* magazine in reference that  
587 advertisers in *The Missouri Auctioneer* magazine are not necessarily endorsed by  
588 the MPAA.
- 589 (6) The editor of *The Missouri Auctioneer* shall determine advertising rates.
- 590 (7) The editor of *The Missouri Auctioneer* shall establish guidelines, that are  
591 approved by the MPAA Board of Directors, for “Letter to the Editor”
- 592 (8) All articles considered, by the editor, to be a “Letter to the Editor” shall be  
593 submitted in letter form and signed by the author.
- 594 (9) A **disclaimer shall** be included in the “Letter to the Editor” to identify the  
595 comments, ideas and thoughts as belonging to the writer, and not the MPAA  
596 Board of Directors, the MPAA staff, etc.
- 597 (10) The MPAA will allow complimentary advertising for the MPAA Auxiliary.
- 598 (11) A copy of the Code of Ethics, Bylaws, and MPAA Membership Directory may be  
599 included the spring issue of *The Missouri Auctioneer*.
- 600 (12) *The Missouri Auctioneer* magazine shall be mailed to MPAA members at the  
601 address on file with the editor.
- 602 (13) *The Missouri Auctioneer* magazine shall be issued 4 times per year.

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604

## 8. PUBLIC RELATIONS

605

### 606 8-1 General Policies

- 607 (1) Promotional items or programs that are brought to the attention of the Secretary /  
608 Treasurer shall be referred to the Board of Directors for consideration.
- 609 (2) Reporters and other interested parties should be referred by the MPAA staff to a  
610 MPAA Board member based on the following criteria:
- 611 (A) The order of the Board of Directors as they are listed *The Missouri Auctioneer*  
612 magazine (more experienced first).

- 613 (B) Geographic location.
- 614 (C) A Director’s expertise.
- 615 (D) Non-directors who have a special knowledge whom are known to be reliable.

616 President is always given as the primary spokesperson for the MPAA. If the president is  
617 not available, the President Elect will be given as the spokesperson.

618 **8-2 Lobbyist / Monitor**

- 619 (1) The MPAA Board of Directors is responsible for determining the need for a  
620 lobbyist / monitor.
- 621 (2) Any person / business hired as a lobbyist / monitor shall work with the Legislative  
622 Committee.

623 **8-3 Logo**

- 624 (1) Any proposed change to the Association’s logo shall be presented to the  
625 membership at least thirty days (30) before the required vote.

626 **8-4 National Auctioneers Month**

- 627 (2) April shall be observed as National Auctioneers Month. The proclamation by the  
628 Governor of the State of Kansas declaring April, as National Auctioneers Month  
629 shall be published in *The Missouri Auctioneer* magazine.

- 630 (1) The sole responsibility for national media promotions for the MPAA belongs  
631 to the Promotions Committee; the committee will coordinate promotional  
632 activities with the Executive Committee.

633 **8-5 Endorsements / Opinions**

- 634 (1) The Board of Directors on an individual basis shall handle any request for  
635 the MPAA to endorse a specific product or service.

- 636 (2) The NAA has taken the following position in reference to the term  
637 “Absolute Auction”. Absolute Auction or Auction without Reserve: An  
638 auction where the property is sold to the highest qualified bidder with no  
639 limiting conditions or amount. The seller may not bid personally or  
640 through an agent.

641 Further more the Board of Directors of the Missouri Professional Auctioneers  
642 Association agrees with the NAA position paper on “Absolute Auction”. The  
643 Board of Directors suggests auctioneers use this definition in an effort to  
644 standardize the meaning of the term.

645 **8-6 Continuing Education**



646 (1) The Secretary / Treasurer is authorized to contact state licensing officials  
647 opposing any plan that fails to allow MPAA programs from counting towards  
648 continuing education credits.

649 **9. RELATIONSHIPS WITH OTHER GROUPS / ORGANIZATIONS**

650 **9-1 General Policies**

651 (1) The Promotions Committee is authorized to contact national trade associations to  
652 discuss the trading of space at each other's conferences and has the authority to  
653 agree on exhibiting at other groups' seminars on a case-by-case basis with the  
654 approval of the MPAA Board of Directors.

655 **9-2 National Auctioneers Association Educational Institute (NAAEI)**

656 (1) The Missouri Professional Auctioneers Association will not provide any  
657 individual financial support for any NAAEI or any of their designation seminars.  
658 However, the MPAA reserves the right to co-sponsor a NAAEI program brought  
659 to our state with the approval of the Board of Directors.  
660