



## **POLICIES AND PROCEDURES**

**2023/2024**

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## INTERNATIONAL MENTORING ASSOCIATION BY-LAWS

### ARTICLE I — NAME

Section 1 The name of the organization shall be the International Mentoring Association (IMA).

### ARTICLE II — PURPOSE AND MISSION

Section 1 The International Mentoring Association (IMA) vision is to be the premier organization and a leading resource for mentoring excellence and best practices.

Section 2 The IMA mission is to create global communities for sharing best practices that lead to development of highly effective mentoring programs via a support base of diversity through a variety of venues.

### ARTICLE III — ASSOCIATION MANAGEMENT/LOCATION

Section 1 The principal office of the IMA, at which the general business of the Association will be transacted and where the records of the association will be kept, will be determined and approved by the Board of Directors. The IMA has an agreed upon Consociation with the University of Florida in Gainesville, FL.

Section 2 The Board of Directors of the IMA may contract and purchase space and administrative services to sustain the Association. The location and the cost will be approved by the Board of Directors.

### ARTICLE IV — MEMBERSHIP

Section 1 Membership is open to all individuals and institutions who actively support the goals of the International Mentoring Association and who remain current in their membership fees.

Section 2 The IMA does not and will not discriminate on the basis of race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation in any of its activities or operations.

Section 3 There will be five categories of membership: individual, non-profit, university/corporate/government, student, and emeritus. The Board of Directors will establish membership fees.

Section 4 A member is entitled to hold offices for which otherwise eligible, to participate in the affairs of the IMA, and to receive all benefits of membership provided by the Association.

Section 5 Any individual or organization member who does not support the mission of the IMA or who misuses the IMA name or logo can have membership refused or rescinded by the Board of Directors.

Section 6 A meeting of the members will be held once a year during a conference and/or electronically to provide opportunities for member participation and voting. If a secret ballot is necessary during an electronic vote, confidentiality, not anonymity will be assured.

Section 7 The quorum of a membership meeting will be a simple majority of the members present at the meeting.

Section 8 Notice of meetings will be sent to each member at least 10 days prior to the meeting. Proxy voting will be allowed. Members who will be absent must inform an Executive Board member with the name of the person who will represent them.

Section 9 Membership meetings will be chaired by the President of the IMA, or a Board member designated by the President if a substitute is needed.

#### ARTICLE V — BOARD OF DIRECTORS

Section 1 The number of voting members of the Board of Directors of this Association shall be no more than 25.

Section 2 Directors will be representative of the membership and will espouse the Mission of the IMA. This Association is committed to a policy of fair representation on the Board of Directors and will not discriminate on the basis of race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation in any of its activities or operations.

Section 3 Candidates will have been a member of the Association for no less than one year. Candidates may also have served one year as a member and one year as an Associate Board member. Candidates for the Board of Directors will be recommended to the Board by the Nominating Committee and be elected by a simple majority of the Board of Directors members voting.

Section 4 No compensation will be paid to any member of the Board of Directors for their Board service to the IMA. By resolution of the Board of Directors of the IMA, reasonable expenses may be allowed for special meetings or activities of the IMA and for special initiatives as determined and approved by the Board.

Section 5 The roles and responsibilities of the Board of Directors will be to:

- Formulate policies of the IMA
- Establish working groups to ensure fulfillment of the purposes and mission of the IMA

- Adopt an annual budget
- Approve an annual fiscal report
- Appoint individuals for Board membership
- Act on applications for affiliation
- Attend at least 3 Board Meetings per year
- Elect members of the Board's Executive Committee
  
- Confer emeritus status for past Board members who have served at least one complete elected term by a majority vote of the Board
- Award honorary status to non-association individuals who have made a significant contribution to the field of mentoring
- Strategically recruit potential Board members
- Sign and submit a conflict of interest statement upon request
- Serve on at least one committee
- Set goals and evaluate progress

Section 6      Should a Board member be unable to complete his/her term, the vacancy may be filled by a majority vote of the Board of Directors for the unexpired portion of the term. Upon completion of the unexpired portion of the term, the replacement Director must complete the nomination process and be elected by the Board. The unexpired term time does not count towards their maximum amount of time on the Board.

#### ARTICLE VI – TERM LIMITS OF THE BOARD OF DIRECTORS

Section 1      The term of each President will be two years. At the end of each term, the President-elect assumes the office of President.

Section 2      During a term of office, a Board member may make a written request to the Board of Directors requesting a leave of absence for up to, but not more than six months. Approval of the request does not lengthen the member’s term on the Board.

Section 3      The President may be subject to removal if a majority of the Board of Directors affirms the request for removal. Any member of the Board of Directors can recommend the President be considered for removal by presenting their case to the elected officers of the Board, who will review the validity of the reasoning behind the petition for removal. If approved, the elected officers will call a meeting into session, and the petition for removal will go to a vote. In the case that a member of the elected officers is petitioned for removal, the Board of Directors will cast a vote and members will be notified.

#### ARTICLE VII — MEETINGS OF THE BOARD OF DIRECTORS

Section 1      At least one annual meeting of the Board of Directors will be held at the discretion of

the President.

Section 2 Additional meetings of the Board of Directors may be called at any time by the President of the Association or, in their absence by the President-elect, or upon receipt of a request signed by a majority of the Board of Directors. Meetings of the Board of Directors may be held by conference call or over a virtual platform such as Zoom.

Section 3 Notice of Board meetings will be sent at least 7 days prior to the day such meeting is to be held.

Section 4 At all meetings of the Board of Directors, each Director present will be entitled to cast one vote on any motion presented at the meeting. The presence of a simple majority of the membership of the Board of Directors will constitute a quorum at any meeting.

Section 5 At a meeting at which there is a quorum present, a simple majority affirmative vote of the Directors present is required to pass a motion before the Board.

Section 6 At the discretion of the President, a vote by telecommunications will be permitted.

#### ARTICLE VIII — ELECTED OFFICERS OF THE BOARD OF DIRECTORS

Section 1 The elected officers of this Board will be a President, President-elect, and Secretary/Treasurer. Individuals serving as officers will hold seats on the Board of Directors and also serve as officers of the Board.

Section 2 The officers of the Board will be nominated and elected by the Board of Directors. The term of each office of the Association will be two years. Each officer may be re-elected by majority vote of the Board of Directors. No officer may serve more than two consecutive terms in any one office.

Section 3 The President will be the Chief Executive Officer of the Association. It will be the duty of the President to preside at all meetings of the Association and the Board of Directors and to have general supervision of the affairs of the Association. They will execute on behalf of the Association all contracts, deeds, conveyances, and other instruments in writing that may be required or authorized by the Board of Directors for the proper and necessary transaction of the business of the Association. At the conclusion of his or her term as President, they will serve one year as Past-President in an advisory capacity to the President.

Section 4 It will be the duty of the President-elect to act in the absence or disability of the President and to perform such other duties as may be assigned by the President or the Board. In the absence of the President, the execution by the President-elect on behalf of the Association of any instrument will have the same force and effect as if it were executed on behalf of the Association by the President.

Section 5 It will be the duty of the Secretary/ Treasurer to serve as the chairperson of the

Finance Committee to work with IMA staff to report on finances and membership of the organization. The Secretary/Treasurer and/or President will present at each annual meeting of the Board of Directors a full report of the transactions and affairs of the Association for the preceding year and will also prepare and present to the Board of Directors financial membership reports. He or she will give all notices of meetings of the Board of Directors and all other notices required by law or by these by-laws.

Section 6 Any officer of the IMA, in addition to the powers conferred upon him or her by these by-laws, will have such additional powers and perform such additional duties as may be prescribed from time to time by the Board of Directors.

Section 7 Any officer may be removed from office by a vote of a simple majority of the Board of Directors. The matter of removal may be acted upon at any meeting of the Board of Directors, providing that notice of intention to consider said removal has been given to each Board member and to the officer affected at least 30 days prior to the day such meeting is to be held.

Section 8 Should an officer be unable to complete their term, the vacancy may be filled by a majority vote of the Board of Directors for the unexpired portion of the term. The unexpired term time does not count towards their maximum amount of time as an officer.

#### ARTICLE IX — COMMITTEES

Section 1 Every Board Member must also sit on an IMA Committee.

Section 2 IMA Committees should meet at least 3 times per year outside of IMA Board of Director Meetings.

Section 3 IMA Committees are comprised of Chairs and members. Any member of the IMA may also be a Chair or member of an IMA Committee.

Section 4 IMA Committees are determined by the President and approved by the Board of Directors.

Section 5 Committee Chairs provide updates regarding committee activities at Board of Director meetings.

#### ARTICLE X — CONFERENCES

Section 1 An International Mentoring Association Conference will be held at a location approved by the IMA Board of Directors. Files and conference information will be maintained by the Association management and be accessible to the conference coordinator and accessible as authorized by the Board of Directors. The design, implementation and assessment of the conference will be the responsibility of the conference committee chairperson in collaboration with the conference coordinator.

Section 2 Regional conferences may be held at the discretion of the Board of Directors. The

decision, implementation and the assessment of the regional conference will be by the designated Board Member in collaboration with the regional planning team.

#### ARTICLE XI — APPOINTED ASSOCIATE BOARD MEMBERS

Section 1 Any board member may refer a potential Associate Board member to the Board of Directors for approval. The Board of Directors will select, through an application process, Associate Board members.

1. The term of the Associate Board membership will be at the discretion of the executive committee, but not for less than one year.
2. The Associate Board members' responsibilities include supporting specific committee or IMA work as deemed necessary by the Executive Committee.
3. The Associate Board member is required to attend the regular Board meetings and serve on at least one IMA Committee.
4. Associate Board members do not have voting rights.
5. The Associate Board member is required to have been an IMA member for at least one year.
6. Associate Board Members may be considered for regular Board membership after one year of service to the IMA and completion of the application process.
7. Associate Board Members can continue on the Board per an annual review of services performed and a majority affirmative vote of the Directors.

#### ARTICLE XII — AMENDMENTS

The Governance Committee of the Board of Directors will recommend amendments at any meeting of the Board of Directors. If approved by the Board, changes to the by-laws will be taken to the membership. The membership may amend these by-laws at the annual meeting of the Association or electronically. Written notice of the amendments must be sent to the IMA membership at least 30 days prior to the vote. Each amendment must receive a two-thirds majority vote of those voting members at the meeting for approval.

#### ARTICLE XIII — DISSOLUTION

Upon the dissolution of the Association and after the payment or the provision for payment of all the liabilities of the Association, the Board of Directors will disperse the remaining assets of the Association to individuals and/or organizations whose purposes support the goals of the Association.

#### ARTICLE XIV — PARLIAMENTARY PROCEDURE

A modified version of Robert's Rules of Order will be the authority for all questions



of procedure at any meetings of the association.

## ARTICLE XV — MISCELLANEOUS

Section 1 The Association will have the power to indemnify and hold harmless any Board member, officer, or employee from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a Board Member, President, officer, or employee (except in cases involving willful misconduct). The Association will have the power to purchase or procure insurance for such purposes.

Section 2 The Board of Directors may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the Association. Such authority may be general or confined to specific instances.

Section 3 All checks, drafts, and other orders for payment of funds will be signed by such officers or such other persons as the Board of Directors may from time to time designate.

Section 4 The Association will keep minutes of all meetings and keep records of all financial transactions. Any member or their agent may inspect all books and records of the Association for any proper purpose at any reasonable time. A fiscal report will be presented to the membership on a regular basis, at least annually.

Section 5 The fiscal year of the Association will be July 1 through June 31.

Section 6 The duties of Board member Emeritus and past Presidents will be determined by the Board of Directors.

Section 7 In the event that a task or association action item requires an urgent decision that is time sensitive in advance of the next scheduled Board meeting, the Executive Committee, consisting of the Board President, President-Elect, Secretary/Treasurer, may send out an email requesting Board response or vote within a specified time. The Board majority of responses from the Board may serve as necessary vote to approve or reject the action item in lieu of time lapse until the next Board meeting. If the nature of the item does not allow for response time of the full Board, the President, and Executive Board may make a necessary decision with proper documentation, in alignment with Board policies. Notice of action/decision and ratification of the decision must be shared at the next consecutive full Board meeting.

**Revised 04/01/2013**

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**Revised 10/13/15**

**Revised 9/1/18**

**Revised 5/1/23**

**Revised 9/1/23**

## **Board of Directors and Committees**

**The Board of Directors** is composed of voting and nonvoting members. Executive and General Board of Director members are voting members. Associate Board Members and the current Past President are non-voting members.

**The Executive Committee** will be chaired by the President of the Association and includes the following voting members: President, President-Elect, Secretary/Treasurer.

**Membership Committee:** This committee will be responsible for retaining and expanding membership through various initiatives, with intentional focus on promoting a broad and diverse membership base, including the international relationships of the IMA. In addition, this committee will ensure that webinars are implemented, managed, and accessible to members to support the goals of IMA and determine the selection of presenters and topics for webinars.

**Nominations and Governance Committee:** This committee will monitor the operations of the organization, prepare and present nominations for Board members to the Executive Committee and Board of Directors. This committee is charged with reviewing and updating the IMA SOP on a yearly basis to ensure practices are current and followed.

**Marketing and Publications Committee:** This committee will be responsible for development and distribution of all IMA publications, including website suggestions, Connect magazine, and recruitment and marketing materials

**Conference Planning and Awards Committee:** This committee will assume responsibility for the planning and implementation of the International Mentoring Conference and will provide opportunities for conference partnerships in the United States. This committee will also be responsible for evaluating 10-page abstracts of dissertations that significantly advance the knowledge and understanding of mentoring theories, concepts, and practices related to the mission of the International Mentoring Association.

**Accreditation Committee:** This committee will be responsible for reviewing mentor programs submitted to IMA for accreditation or certification and report findings to the IMA Board of Directors. In addition, this committee will create and execute a plan for IMA speakers and IMA affiliated trainings and trainers, including IMA certified consultants.

**INTERNATIONAL MENTORING**  
**ASSOCIATION BOARD OF DIRECTORS**  
**DUTIES & PROCEDURES**

## **Executive Committee**

**The Executive Committee** will be chaired by the President of the Association and will include the following voting members: President, President-Elect, Secretary/Treasurer. The Executive Committee oversees the activities of the Association, including all Committees.

The Executive Committee will oversee the activities of the Nominations and Governance Committee, including: Board orientation and ongoing Board development, formalizing the description of criteria for Board membership, establishing job descriptions for Board members and committee leadership, creating contracts, reviewing term limits and establishing a Board self-evaluation process.

The Nominations and Governance Committee will:

1. Ensure that the composition of the Board reflects the demographics of the community served and provides the particular talents needed to accomplish the strategic plan.
2. Make recommendations to the Board on governance policies, practices and procedures related to nonprofit organizations.
3. Monitor compliance with nonprofit governance regulations and, accordingly, providing prudent and timely guidance to the Board.

### **Procedures/Duties**

#### **Duties of the President**

- Implement priorities determined by the IMA Board of Directors
- Assume responsibility for Board of Director meetings and support bi-annual conferences
- Establish working groups/task forces for program development and appoint members and chairpersons to oversee their operation
- Review and recommend to the Board of Directors applications for affiliation
- Interpret and communicate the position of the IMA on mentoring issues related to the mission of the Association
- Develop and publish strategic goals related to the IMA and mentoring
- File a written report of the year's activities and achievements via membership for the annual conference and place in google drive through Board minutes or a formal report
- Review the treasurer's report
- Serve as a signatory on the Association's banking documents
- Reevaluate any memorandum of understandings and partnerships
- Coordinate chairpersons' duties and follow up routinely

- Communicate with and follow up with staff of the IMA
- Write President Message for issues of Connect/IMA publications
- Hold position for 2 consecutive years after receiving nomination and vote.

### **President-Elect**

The President-Elect collaborates with the President to learn the role of the President, to become familiar with the undertakings of the Association and its governance, and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year. The President-Elect shall automatically become President at the end of the term as President-Elect (end of the President's 2-year term).

### **Duties of the President-Elect**

- Perform the duties of the President in the absence or incapacity of the President. Participate in activities in preparation for the Presidency, including committee work. Provide assistance in formulating and implementing policy. Review progress of standing committees to ensure alignment with the IMA mission.
- Serve as a signatory on the Association's banking documents.
- Attend and participate in all meetings of the Board of Directors.
- Be informed about the Association's mission, services, policies, and programs.
- Assist the Board of Directors in carrying out its fiduciary responsibilities.
- Review agenda and supporting materials prior to Board and committee meetings
- Represent IMA on behalf of the President as needed.
- Attend the annual IMA Conference and serve on the Conference Committee
- Annually review and vote on the Association's budget
- Prepare and present information at meetings on behalf of the Association.

### **Secretary/Treasurer**

It will be the duty of the Secretary/ Treasurer to serve as the chairperson of the Finance Committee to work with IMA staff to report on finances and membership of the organization. The Secretary/Treasurer and/or President will present at each annual meeting of the Board of Directors a full report of the transactions and affairs of the Association for the preceding year and will also prepare and present to the Board of Directors financial membership reports. They will give all notices of meetings of the Board of Directors and all other notices required by law or by these by-laws.

### **Duties of the Secretary/Treasurer**

- Monitor the fiscal operations of the organization, prepare and present a

- report to the Board of Directors for each meeting.
- Keep minutes of all meetings of the Association.
  - Post minutes and agenda in Google Drive one week in advance of the next Board meeting. Ensure Board members receive meeting notice with a proxy form one week in advance of the next Board meeting.
  - Ensure minutes are posted to the Google Drive.
  - Ensure financial reports are posted to the Google Drive.
  - Serve as a signatory on the Associations' banking documents.
  - Keep all IMA property until time to turn it over to the new Executive Committee.
  - Confer with the accountant on a monthly basis.
  - Ensure financial transactions and payments for IMA.
  - Hold the position for a minimum of 2 years after receiving nomination and vote.

**Membership Committee:** This committee will be responsible for retaining and expanding membership through various initiatives, with intentional focus on the international relationships of the IMA. In addition, this committee will ensure that webinars are implemented, managed, and accessible to members to support the goals of IMA and determine the selection of presenters and topics for webinars. The committee also determines the selection of presenters and topics for webinars based on previous feedback from members, knowledge of current issues, and networking information.

#### **Procedures/Duties**

- Responsible for developing and implementing strategies for recruitment and

retention of past, present, and future members.

- Works with the IMA Staff and Board of Directors to communicate with new members of the Association, welcoming them to the Association.
- Conduct New Members session during the annual/biannual conference.
- Host a new members table during the reception at the annual/biannual conference.
- Write a short article for the newsletter or magazine highlighting a new member for each issue.
- Develop and maintain a welcome letter for new members to be sent on behalf of this committee.
- Assist in maintaining IMA international focus in recruitment and collaboration efforts to ensure diversity and fulfillment of mission
- Generate and sustain relationships with other professional organizations, agencies, and initiatives that share common values regarding the importance of mentoring.
- Assist to finalize proposed partnership guidelines.
- Develop and implement proposed partnership process.
- Evaluate and make a recommendation on possible partnerships with other organizations globally and determine criteria for such partnership arrangements.
- Provide guidance on programming, events, and activities which would allow the Association to fully engage with destinations around the globe.
- Organize, design, and manage webinars for the Association as part of the Professional Development and Mentoring Resources.
- Work with the IMA Staff and Marketing and Communications Committee to disseminate information concerning webinars to members and nonmembers through various platforms.
- Consider establishing a mentoring process for new members.

**Nominations and Governance Committee:** This committee will monitor the operations of the organization, prepare and present nominations for Board members to the Executive Committee and Board of Directors. This committee is charged with reviewing and updating the IMA SOP on a yearly basis to ensure practices are current and followed. This committee will also assume responsibility to ensure that the IMA adheres to the association's By-Laws and will implement this responsibility through strategic planning and policy development in ways that support its mission and vision. The committee identifies issues and procedures within the structure that require attention for possible modifications, clarity, and/or addition and, depending on the issues that arise, refers matters to the appropriate body for discussion and consideration.

### **Procedures/Duties**

- Identify and accept recommendations for potential candidates to full Board membership, Associate Board membership, international partners/partnerships, and regional partnership. Contact/send potential members application materials.
- Review applicant materials.
- Conduct telephone interview(s) for applicants as necessary.
- Present applicant information for nomination prior to Board meeting for review.
- Assist President in developing and maintaining the strategic plan for the Association.
- Solicit input from IMA members for goals and action plans.
- Coordinate periodic needs assessment of members.
- Conduct regularly scheduled re-examinations of the Association's Mission Statement.
- Conduct regularly scheduled re-examinations of the Association's Vision Statement.
- Conduct regularly scheduled re-examinations of the Association's By-Laws.
- Conduct regularly scheduled reviews of the Association's operating policies.
- Maintain policies and procedures manual.
- Update the existing job descriptions for the Executive Committee and any assistants.



**Marketing and Publications Committee:** This committee will be responsible for development and distribution of all IMA publications, including website suggestions, Connect magazine, recruitment and marketing materials. This committee will develop and execute efforts to promote the IMA by fulfilling such responsibilities as providing oversight of IMA branding, including use of the IMA name, logo, and other IMA identifiers.

#### **Procedures/Duties**

- Select and maintain an Editorial Board for the magazine.
- Coordinate solicitation of manuscripts, identification of Special Issues, section designations, author guidelines, review process, production schedule, and other issues related to the publication of the magazine.
- Edit, format, and have each magazine issue available for the number of issues specified.
- Announce deadlines for publication dates for upcoming newsletters.
- Assist in creating and approving marketing materials including newsletters, social media postings, conference advertisements, recruitment materials and membership solicitations.
- Work with the IMA President and staff to review the social media strategy on a yearly basis, including a yearly schedule for social media updates.
- Work with the IMA President and staff to monitor social media updates, including review of appropriate platforms, e.g. Facebook, Twitter, LinkedIn.
- Work with conference committee to market conferences and webinars.

**Conference Planning and Awards Committee:** This committee will assume responsibility for the planning and implementation of the International Mentoring Association Conference and will provide opportunities for conference partnerships in the United States. This committee will also be responsible for evaluating 10-page abstracts of dissertations that significantly advance the knowledge and understanding of mentoring theories, concepts, and practices related to the mission of the International Mentoring Association. The Award is made every two years. The award is granted for dissertations submitted for a doctoral degree granted between January 1, and December 31<sup>st</sup> of the award year; the due date for the award application will be January 15, before the award year.

#### **Procedures/Duties**

- Provide a conference proposal budget.
- Partner with Marketing and Communications Committee to work on marketing, proposals, sponsorship, exhibitors.

- Define a timeline for conference.
- Communicate needs and updates to Board of Directors.
- Provide registration details.
- Issue the "Call for Proposals" for the annual conference.
- Solicit, review, and select proposals for concurrent sessions, institutes, and workshops presented at the annual/bi-annual conference.
- Develop a daily program rubric and room assignments.
- Create a sponsorship plan for conference.
- Review and revise dissertation award information.
- Send out call for dissertation award applications.
- Review dissertation award application.
- Brief Board members on status of award applicants.
- Present dissertation award to winner during the conference or appoint a designee.

**Accreditation Committee:** This committee will be responsible for reviewing mentor programs submitted to IMA for accreditation or certification and report findings to the IMA Board of Directors. In addition, this committee will create and execute a plan for IMA speakers and IMA affiliated trainings and trainers, including IMA certified consultants.

**Procedures/Duties**

- Develop and implement policy and procedure for IMA Accreditation practices including program accreditation and certified consultant accreditation.
- Develop and implement a policy and procedure for IMA trainings, virtual and in-person.
- Develop and implement a policy and procedure for IMA affiliated trainings and solicitation for IMA trainings.
- Conduct Accreditation reviews and approvals as necessary.

**INTERNATIONAL MENTORING  
ASSOCIATION BOARD OF DIRECTORS  
POLICIES**

## **Policy Name: Attendance and Active Membership Policy**

**Purpose:** This policy is intended to support full contribution of all Board members. All Board members will receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Meeting Minutes. The policy has been reviewed and authorized by the Board (see the approval date below).

**Board Members are considered active on the IMA Board of Directors for a total of 5 years after nomination and vote. Following Board leadership for 5 years, Board Members will vote to maintain the Board members in their current positions.**

**Associate Board Members are considered active in their role for one year. Following one year of Associate Board membership, they may request to be nominated to full Board membership and the Board of Directors will vote.**

**Definition of Board Attendance:** Board Members should attend all Board meetings scheduled during the year, missing no more than 3.

Board Members must be active, paying members of the IMA and must take part in at least one Committee.

If a member cannot attend one or more meetings, a notification must be made via e-mail to the Secretary/Treasurer or the President prior to the upcoming meeting they will be missing. An explanation for their absence should be included in the message. Explanations of attendance absences will be reviewed by the Executive Board and may be resolved at that level and communicated to the Board by the President. Extenuating circumstances will be considered for leave of absence.

An attendance issue exists if any of the following occurs:

1. The member has two consecutive un-notified absences. Un-notified means the member did not e-mail ahead to the named contacts in the organization before an upcoming meeting.
2. The member has three notified absences in a row.
3. The member misses one-third or more of scheduled Board meetings in a twelve-month period.

### **Response to Board Member Attendance**

If a Board attendance issue exists, the Board Secretary will advise the President who will send an email to check on the status of the Board member and determine if the member wishes to remain active. The President will also bring the matter forward to the Board at the next Board meeting. At that meeting, the Board will decide what actions to take regarding the Board member's continued membership on the Board. If the Board decides to terminate the membership, termination will be conducted per the

following policy:

1. All Board members who vote to dismiss a member due to attendance issues must also be in good standing in meeting the Board's attendance criteria;
2. The President of the Board will send a dismissal letter to the inactive Board Member and the Board Member's name will be removed from affiliation with the IMA Board of Directors.
2. The Board Secretary will notify the terminated member in writing of the Board's decision per the terms of the Board Attendance Policy;
3. The Nominations Committee will promptly initiate a process to begin recruiting a new Board Member.
4. The terminated Board member may appeal his or her position to remain a Board member by sending a letter of intent to the Board Secretary and the President of the IMA expressing their commitment to attending future board meetings and participation in their assigned committee(s).
5. The letter will be reviewed by the Board Secretary and voted on in the next Board meeting as to whether or not the terminated member should be reinstated.

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**Policy Name: IMA REGIONAL AFFILIATES**

The IMA Board of Directors describes the parameters and process for establishing IMA Regional Affiliates, which will provide IMA services on behalf of the IMA within a defined geographic region.

**A. Policy**

1. The IMA Board of Directors may approve external organizations to provide the following activities on behalf of, and in the name of, the IMA:
  - 1.a. Conduct regional IMA conferences in their defined geographic region;
  - 1.b. Confer IMA mentoring program accreditation to mentoring programs in the defined region;
  - 1.c. Confer IMA consultant and consulting company certification to consultants and consulting organizations in the defined region.
2. The IMA Board of Directors will accept and review applications to be an IMA affiliate from organizations that meet the following criteria:
  - 2.a. Formally-organized entity that can demonstrate the provision of mentoring leadership and mentoring services that align with the IMA mission and principles for at least two years;

- 2.b. Top three leadership members are current IMA members and have been members for a minimum of 2 consecutive years;
  - 2.c. Defined geographic region for service (which may be negotiated with the IMA Board of Directors) with demonstrated ability to provide services to the entire geographic region;
  - 2.d. Ability to promote and distribute IMA publications, materials, and other products and services not otherwise managed by the applicant, as listed in A1.
3. Affiliate organizations will be obligated to:
- 3.a. Send one representative to the IMA international conference;
  - 3.b. Promote IMA membership, conferences, publications, and services not otherwise conducted by the affiliate;
  - 3.c. Conduct an annual regional conference;
  - 3.d. Apply IMA branding to all marketing and program materials, noting that the organization is an authorized IMA affiliate;
  - 3.e. Attend program accreditation and consultant certification trainings annually and prior to providing those services to any organization or person;
  - 3.f. Apply IMA processes for program accreditation and consultant certification;
  - 3.g. Submit to the IMA Board of Directors contact information, recommended accreditation or certification status, and review findings for any organization or person that applies for program accreditation or consultant certification, with the Board of Directors issuing accreditation or certification status and not unreasonably rejecting recommendation by the affiliate;
  - 3.h. Abide by the IMA code of conduct; promote the IMA mission, principles, and standards; and abide by covenants and agreements with the IMA;
  - 3.j. Submit a semi-annual detailed report of activities, processes, and accomplishments.
4. IMA affiliated organizations can be established through a review of the Executive Committee and a vote from the Board of Directors
- 4a. IMA affiliate terms will be determined based on the partnership and agreed upon by the Executive Committee and voted on by the Board of Directors.

## **B. Exceptions to the Policy**

The Board of Directors may by an affirmative vote by a simple majority disregard the

requirement in 2.b. to support expanded membership in under-represented regions, provided that all other requirements for affiliation are met.

### **C. Non-compliance**

1. Any organization never affiliated with the IMA that claims affiliation with the IMA or that attempts to conduct or provide IMA services without Board approval will be issued a cease and desist order, and the organization's status as a non-affiliated organization will be published. Such an organization will not be eligible to apply for affiliation status.
2. Any organization previously, but no longer, affiliated with the IMA that attempts to conduct or provide IMA services beyond the term of affiliation will be issued a cease and desist order, and the organization's status as a non-affiliated organization will be published. Such an organization must wait a minimum of one year after being issued the cease and desist order before submitting a new application for affiliation.
3. The IMA Board of Directors, by 2/3 agreements of the members, may terminate the affiliation agreement with an organization should the organization or its leadership conduct business operations that conflict with IMA principles, processes, or the signed agreements and covenants.

## **Policy/Procedures**

### **Emeritus Status**

#### Duties and Entitlements of IMA Board Emeriti

Status: An Emeritus Board Member shall for all purposes of courtesy and ceremonial occasions be regarded as a member of the Board, but shall not hold an elected office nor be a voting member of the Board. Duties and entitlements will be in accordance with the guidelines defined by the Board of Directors.

### **Membership dues**

IMA Board Emeriti will not be responsible for dues payments following the beginning of their Emeriti status. However, they will be responsible for any additional conference fees, travel, or fees related to any payment aside from IMA membership.

IMA Emeritus Status is lifelong.

#### Duties and Entitlements:

1. Emeriti Board members of the International Mentoring Association must meet the stipulations of association membership as outlined in Article V, Section 1 of the association by-laws.
2. Emeriti Board Members may participate as non-voting members in all meetings of the Board, special call meetings, strategic planning sessions, or any other such formal meeting of the Board of Directors.
3. Emeriti Board Members may be asked to participate on any of the Standing Committees of the Board as a non-voting member. Official appointment to these committees will require a majority vote of the current active Board of Directors.
4. Emeriti Board members may act as official representatives of the Association, as requested by the President or by consensus of the Board.
5. Emeriti Board Members are invited and encouraged to contribute articles to Connect Magazine.
6. Past Presidents are invited to Board of Director meetings for the first year following their Presidency. After one year, Emeriti are no longer automatically invited to Board meetings, but may attend at the request of the President or a Board Member with President approval.



# APPENDIX

# Nominations Committee

## SAMPLE INFORMATION

**Nominations Committee Duties** for Full Board of Directors nominations for election

Attached are copies of the nomination documents for five people (each of whom has met the requirement for at least two years of continuous membership in IMA) who are seeking election to the Board of Directors of the IMA. Our charge, essentially, is to approve or not approve them based on (1) Letter of Nomination or Letter of Interest, (2) Curriculum Vitae/Resume, and (3) results of telephone [or email if necessary] interview conducted by ONE member of the Nominations Committee.

As a member of the Nominations Committee, please understand that you are obligated to keep all our proceedings, including telephone interviews, phone calls, email exchanges, etc., confidential to the members of the Nominations Committee only.

Your tasks are:

1. Review the materials for the person which you are assigned within 14 days of receipt.
2. If you have any concerns about an individual, you should share them with the other members of the Nominations Committee. *Especially important is to share them with the member of the Nominations Committee who is conducting the telephone interview* and who may be able to solicit additional information related to your concern.
3. Conduct the telephone interview for the person(s) assigned to you within one month of receipt. Make arrangements in advance for the interview using contact information (phone, email). The Chair of the Nominations Committee will identify the the Nominations Committee member who will be conducting the telephone interview AND provide that member with a copy of the interview questions (see below).

It is PREFERRED that you conduct the interview via videoconference or telephone. If this requires an international call , any costs will be reimbursed by the IMA.

Share with the other members of the Nominations Committee by email your overall assessment of the person based on the telephone interview (e.g., Endorse for nomination or Do NOT endorse for nomination, including any

questions/concerns).

**SAMPLE INFORMATION Cont'd.**

If you have serious reservations about the person's qualifications and/or suitability for serving as a member of the Board of Directors, you can ask a representative on the Nominating Committee to conduct a second interview. Note: When \_\_\_\_ informs the persons about the interview process, she will indicate that one or possibly two members of the Nominations Committee will interview them. Should she conduct a telephone interview, \_\_\_\_ will share her assessment based on the interview.

- 4. Within one month of receiving a nomination, communicate with fellow members of the Nominations Committee by phone, email, or in person about any thing you think is relevant regarding the persons seeking election to the IMA Board of Directors.
- 5. Provide the chair with your final assessment of the persons being considered for election to the IMA Board of Directors, which will be shared with the Board of Directors at the next Board Meeting.

**Sample Nomination Interview Form**

Person Interviewed	Member of Nominations Committee Assigned	Second interview if deemed necessary

**Criteria for Selection of Members of Board of Directors**

**International Mentoring Association**

**Spring 20XX**

**Ratings: 5 = Strong evidence; 3 = Some evidence; 1 = No evidence (respond to questions)**

<b>Nominee</b>	<b>Member presently - 2 consecutive years)</b>	<b>Visible engagement in IMA activities</b>	<b>Commitment to advance Mentoring</b>	<b>Commitment to attend Annual Planning Meeting</b>	<b>Commitment to attend Annual Conference</b>	<b>Representative sector (HE, business, K 12, human services, govt.)</b>	<b>Representative global region (Asia, Africa, Europe, US)</b>

**SAMPLE INFORMATION Cont'd.**

**General Comments:**

**Sample Interview Questions:**

**1. What are your impressions of the International Mentoring Association based on your interactions with us?**

**Probes:**

**To what extent do you perceive that our mission is relevant as it relates to those engaged in Mentoring initiatives? (Check out knowledge of IMA's mission)**

**Do you find the mission in need of modification based on your perceptions of mentoring in today's world?**

**What, if anything, do you believe we might include to make the organization more relevant?**

**What, if anything, do you believe we should reframe/modify to make the organization more relevant?**

**2. Where do you see mentoring in the next five years? To what extent do you see the landscape of mentoring changing?**

**Probes:**

**What experiences and knowledge influence your thinking in this area? What other factors are influencing your thinking?**

**3. What is it that you see yourself bringing to the Board of Directors in terms of understandings, skills, attitudes, and linkages?**

**Probes:**

**What particular strengths do you have concerning mentoring?**

**After reviewing the various roles other members of the Board of Directors have in professional mentoring, how do you see yourself complementing these professional roles? (Note: This may have to be rephrased to ensure that it is clear in terms of intent.)**

**We assume that you have a vision for perhaps the IMA, the Board of Directors, or perhaps, more specifically, your role on the Board. What is it?**

**What part are you prepared to play in terms of working toward this vision OR moving the organization forward?**

**Publications Committee**

**SAMPLE INFORMATION**

The IMA welcomes submissions for peer-reviewed “CONNECT” magazine which is published three times throughout the year and highlights best practices, research, book reviews, overview of mentoring programs, and publications in mentoring

Procedure: Manuscripts are peer-reviewed by the Editorial Committee. Upon review, the committee will respond to the author(s) with the decision (accept, reject, or revise and resubmit).

Manuscript Guidelines:

1. Manuscripts should follow all the most recent APA standard guidelines.
2. Manuscripts should not exceed 750 words (excluding references).
3. Manuscripts should be submitted as Word documents to this portal:  
[https://docs.google.com/forms/d/1guKorzRYxl0vVzge66wiRe\\_rDDpSsfDcv9yjS3QcCDM4/edit](https://docs.google.com/forms/d/1guKorzRYxl0vVzge66wiRe_rDDpSsfDcv9yjS3QcCDM4/edit) .
4. Articles submitted by December 15th will be considered for the February issue; by April 15th for the June issue; and by August 15th for the October issue.

For special IMA announcements, the Editorial Committee may also publish the “Link” newsletter as needed.

# Conference Planning Committee

## SAMPLE INFORMATION

LINKS TO DETAILED CONFERENCE PLANNING INFORMATION FOR  
CONSIDERATION

### 2015

<https://drive.google.com/file/d/1JHpV3XtUuAfOdYzsvWNuYm739ojT9uPf/view?usp=sharing>

### 2016

[https://drive.google.com/drive/folders/1DTY2xUGQeg\\_PW6JW87EabxiLXGrKqGnN](https://drive.google.com/drive/folders/1DTY2xUGQeg_PW6JW87EabxiLXGrKqGnN)

### 2019

<https://drive.google.com/drive/folders/1iK7HtPJWkwaUlhOndo9M98TCX9Ubo2GI>

**International Partnerships**

**SAMPLE INFORMATION**

**INTERNATIONAL CHAPTER PARTNERSHIP**

**AGREEMENT**

**between**

**The International Mentoring Association (IMA)**

**and**

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**I. MISSION Statement**

***International Mentoring Association (IMA):***

The IMA exists to facilitate growth and development through sharing best practices in mentoring, networking, and creating learning communities. The IMA serves persons in mentoring in public and private institutions, business and industry. Membership is open to all who support the objectives of the Association, which are to:

- Provide professional development activities for members of the Association and mentor program leaders.
- Identify and maintain effective practice and research information on mentoring strategies and programs.
- Facilitate effective mentoring and implementation and maintenance of mentoring programs.
- Provide a regular, public forum for learning about effective mentoring and mentoring best practices.

**II. PURPOSE AND SCOPE**

This international chapter agreement executed as of \_\_ \_\_\_\_, 20\_\_, by and between the **International Mentoring Association, Inc.** (hereinafter, referred to as IMA), and

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(hereinafter, referred to as \_\_\_\_\_) for the purpose of the enhancement of the praxis and research of mentoring across the globe. It shall commence on \_\_ \_\_\_\_, 20\_\_, and continue until \_\_ \_\_\_\_, 20\_\_.



**General requirements of the**

\_\_\_\_\_ (see policy document for specific details):

- Promote IMA membership, conferences, publications, and services.
- Conduct an annual or biannual international/regional conference/workshop; • Apply IMA branding to all marketing and program materials, noting that the organization is an authorized IMA international chapter;
- Abide by the global code of conduct; promote the IMA mission, principles, and standards; and abide by covenants and agreements with the IMA;
- Submit a semi-annual detailed report of activities, processes, financials and accomplishments.

**Specific requirements and offerings of the IMA Board of Directors:**

- use of IMA branding,
- assistance/suggestions in identifying speakers,
- access to the IMA regional conference guide,
- conference promotion among IMA members and other contact lists, and
- conference promotion in the IMA website publications, and social media.

**WHEREAS** the IMA Board of Directors (BOD) and \_\_\_\_\_ desire to enter into this agreement in which \_\_\_\_\_ will function as a federated entity of the IMA.

**TERM:** The arrangements made by the Parties by this Memorandum shall remain in place from \_ \_\_\_\_, 20\_\_ until \_\_, 20\_\_, and shall be renewable by agreement of both parties (2 year period).

Each party shall have the right to terminate this Memorandum of Understanding by giving a thirty-day notice at any time in writing to the other party. This agreement may be modified if approved in writing by both parties.

**LIABILITY:**

No liability will arise or be assumed between the Parties as a result of this agreement.

This agreement shall be governed by and construed in accordance with the laws of the State of Florida.

**IN WITNESS WHERE OF**, the parties hereto have executed this Agreement on the date(s) set forth undersigned