

## PROPOSED BYLAW AMENDMENT TO ARTICLE 5 – DUTIES OF OFFICERS - TREASURER

### **As the Bylaw currently reads:**

The **TREASURER** shall keep an accurate accounting of all monies belonging to the Association, shall collect the fees and other monies due, shall pay all bills contracted and approved by the members, shall submit a financial report at the October meeting of the Association, shall prepare an annual financial report for the calendar year of his/her tenure and submit the annual financial report to the Executive Board at the February membership meeting, and perform such other duties as are necessary for the proper performance of his/her office. He/she shall, at the end of his/her term of office or upon removal from office, surrender all books, papers, and property pertaining to his/her office to the Association.

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### **The proposed revision would read as follows:**

The **TREASURER** shall keep an accurate accounting of all monies belonging to the Association, shall collect the fees and other monies due, shall pay all bills contracted and approved by the members, shall prepare an annual financial report for the calendar year and submit a draft of the annual financial report to the Executive Board members one week prior to the scheduled January Executive Board meeting. The report will then be discussed at the January Executive Board meeting. The report will also be presented to the general membership at the scheduled February bi-monthly training meeting. He/she shall, at the end of his/her term of office or upon removal from office, surrender all books, papers, and property pertaining to his/her office to the Association.

### ***Rational of the revision:***

*The revision would allow for a complete year-end financial report that would include the accounting of the annual training conference, as well as the December bi-monthly training meeting, and allow the Executive Board to thoroughly audit the report prior to submission to the general membership at a February bi-monthly meeting.*