

By-Law Changes Requires your Approval

By Allen Nakagawa, Secretary and Mark Riley, Treasurer

The Board of Directors has approved changes in the by-laws to decrease the time and effort for making payments on behalf of the chapter while still maintaining the controls embedded within the current by-laws. Payments by the chapter have increased to pay for our fund-raising activities as well as work related to the Boulder Creek Project. Approval of the general membership is necessary for this change to be effective. This will be an item of business for our general meeting on November 5. A vote to approve these changes will be made at our Holiday Party on December 3. The changes are described in the following paragraphs for your review. Please contact any Board member if you have any questions.

In summary, the proposed revisions will:

1. Accommodate payment by debit card in addition to handwritten checks
2. Maintain joint approval by President and Treasurer without need to obtain handwritten signatures on checks. Written e-mail approvals of both are required and the Treasurer is responsible for keeping records of such approvals in his files.

Changes are proposed to Article 4 (Officers and their Duties), Section 6. The full text of Section 6 along with the proposed changes is shown below. Text in bold will be added to the by-laws.

Section 6-- The treasurer shall be elected annually by the board from among its members. The treasurer shall supervise the chapter's bookkeeper (not necessarily a chapter officer or member) who shall provide the usual bookkeeping functions, including posting to ledgers and journals, balancing checking accounts, drawing checks (but not signing them), and the bookkeeper shall report this information to the treasurer.

The treasurer shall have custody of all funds and securities of the chapter. With the president, he or she must jointly sign and execute in the name of the chapter all contracts, agreements, and other obligations of the chapter, subject to the approval of the board of directors. When necessary or proper the treasurer shall endorse on behalf of the chapter for collection, all checks, notes, drafts, and other obligations and shall deposit same to the credit of the chapter in such financial institution(s) as the directors may designate.

~~All checks or warrants for the disbursement of funds of the chapter shall be signed by the treasurer or by the president, provided however that any check or warrant for the disbursement of funds greater than or equal to \$750.00 shall require the dual signatures of the president and the treasurer.~~

All checks must be signed by the Treasurer or President. Disbursements or payments paid electronically or with a debit card by someone other than the Treasurer must be confirmed in writing to the Treasurer. All disbursements will be authorized explicitly or implicitly by the Board of Directors through the annual budget/plan or, in the case of unplanned expenditures, confirmed in writing between the president and treasurer. Any disbursement in excess of \$750 must be confirmed in writing between the President and Treasurer with a copy (e.g., email) to the Board of Directors. In all cases, files must be kept by the Treasurer containing receipts, written confirmations, and/or invoices documenting the disbursements.

The treasurer shall cause to be entered regularly in the books of the chapter, to be kept for this purpose, full and accurate accounts of monies received, and/or paid on account to the chapter. At each regular board meeting, the treasurer shall render a written statement of the chapter's cash accounts, other assets on deposit plus a complete budget cash flow accounting. The treasurer's report, upon acceptance of the directors, shall be posted on the chapter's web site.

A financial review committee, consisting of a minimum of three non-officer board members or members in good standing, shall review the financial records of the chapter and shall report their findings in writing to the board within three months after the end of each fiscal year or whenever the Treasurer position becomes vacant. Such financial review shall be for the preceding fiscal year.

The Boulder Flycasters shall maintain a surety bond, with coverage of at least 1.5 times the amount of the Chapter's highest liquid assets over the preceding fiscal year, for the President and the Treasurer of the Chapter during their term of office to be in place within 30 days of their election.