

Duties of the Executive Committee: It is the policy of the Association that, subject to the bylaws of the Association and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the Association.

The Executive Committee shall consist of all officers of the CSDA.

Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of the CSDA. If the immediate past president is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as president in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

The Executive Committee shall also have the responsibilities in regard to performance evaluation of the Executive Director, Legislative Advocate and Legal Counsel, and shall make such recommendations to the Board of Directors as it may deem appropriate.

The Executive Committee shall carry out all actions as approved or as directed by the Board of Directors.

The Executive Committee shall present to the Board of Directors for its consideration any proposed new or revised policy, rules or regulations as it may deem appropriate.

The Executive Committee shall review at each meeting its section of the strategic plan and report the committee's progress to the Board of Directors.

The Executive Committee shall be responsible for the maintenance of this policy manual, keeping it in an up-to-date condition at all times and may conduct regular reviews as deemed necessary with a full review at least every 5 years in years ending in 0 and 5.

Duties of the President: The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of the CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees and shall recommend appointment of committee chairs and vice-chairs and members of the Standing Committees. Such appointments are subject to ratification by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have

such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Duties of the Vice President: In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be the chair of the Planning Committee and an ex-officio member of all of the Standing Committees.

Duties of the Secretary: The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or such designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of the CSDA.

A list of the membership of the CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Duties of the Treasurer: It is the policy of the Association that the CSDA Board Treasurer shall have the following duties:

- The CSDA Board Treasurer shall be a member of the Executive Committee. (Bylaws: Article 6, 4.A)
- The CSDA Board Treasurer shall be an officer of CSDA subordinate and responsible to the Board of Directors and serving without compensation. (Bylaws: Article 5, Section 1)
- The CSDA Board Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. (Bylaws: Article 6. Section 4.e Policy 3.06)
- The CSDA Board Treasurer shall be a member of the Audit Committee and the Planning Committee.
- The CSDA Board Treasurer or appropriate staff shall make all financial information available for inspection by any Director of the Board or member of the Association at all times.

- The CSDA Board Treasurer shall cause the appropriate staff to prepare a set of accounting procedures, subject to annual review by the Board of Directors. (Policy 5.03)
- The CSDA Board Treasurer shall keep or cause the Association's appropriate staff to keep adequate and correct accounts of the properties and business transactions of the Association, including accounts of assets, liabilities, receipts, disbursements, gains, and losses, in accordance with generally accepted accounting principles. (Bylaws: Article 5, Sec 5)
- The CSDA Board Treasurer shall cause the appropriate staff to reconcile the books on a timely basis. The Association shall function in accordance with the generally accepted accounting principles (GAAP). (Policy 5.05)
- The CSDA Board Treasurer shall prepare or cause to be prepared the annual Association budget to be reviewed by the Fiscal Committee and recommended to the Board of Directors for approval. The CSDA Board Treasurer will be responsible to work with or cause the Association's appropriate staff to work with other committee chairpersons and their lead staff to include their budget requests into the annual budget. (Policy 5.09)
- The CSDA Board shall cause the appropriate staff to maintain a list of all assets with a value of over \$500. (Policy 5.02)
- The CSDA Board Treasurer shall cause the appropriate staff to receive and deposit remittances in a timely manner that will ensure accountability. (Policy 5.03)
- The CSDA Board Treasurer or such designee, shall disburse, or cause to be disbursed by such persons as authorized by resolution of the Board of Directors, the funds of the CSDA, as ordered by the Board. (Bylaws: Article 5, Sec 5)
- The CSDA Board Treasurer or such designee, shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of the CSDA, with such depositories as may be designated by the Board of Directors. (Bylaws: Article 5, Section 5)
- The CSDA Board Treasurer shall cause the appropriate staff to facilitate the prompt processing of the Association's accounts payable, in accordance with Association procedures. (Policy 5.04)
- The CSDA Board Treasurer shall cause the appropriate staff to prepare a set of disbursement procedures, subject to annual review by the Board of Directors. (Policy 6.04)
- The CSDA Board Treasurer in conjunction with the Fiscal Committee shall, on a regular basis, review all Association programs and dues schedules which produce revenue for the Association, all projects which require expenditures of the Association, and make such reports to the Board of Directors. (Policy 3.06)
- The CSDA Board Treasurer or Fiscal Committee shall from time to time review the "General Ledger." (Policy 5.05)
- The CSDA Board Treasurer will review the transaction register on a monthly basis. Credit card statements and supporting receipts may be reviewed monthly by the Association's Board Treasurer. Any late charges incurred by

the Association due to the late return of credit card receipts by cardholders will be paid by the cardholders personally. (Policy 5.12)

- All Board of Director reimbursement requests shall be reviewed and approved by the CSDA Board Treasurer based on the Associations Reimbursement Policy. (Policy 2.10)
- Executive Director Expenses shall be approved by the CSDA Board Treasurer. (Policy 6.04)
- The CSDA Board Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of the CSDA at each Board meeting and on an annual basis, or upon request of the Board. (Bylaws: Article 5, Section 5)
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- The CSDA Board Treasurer and Fiscal Committee shall assist the Planning, Membership and Education Committees in the continuing development of the CSDA's "*Strategic Plan*". (Bylaws: Article 6.4)
- The CSDA Board Treasurer shall verify the payment of payroll taxes.
- The CSDA Board Treasurer shall review monthly the financial statements of the Association.
- The CSDA Board Treasurer in conjunction with the Fiscal Committee and other committees overseeing the Legislative Days, Annual Conference and the Planning Conference shall oversee those budgets.
- The CSDA Board Treasurer along with the Fiscal Committee shall review annually accounting procedures for compliance with the Association's Accounting Policies.



Name: _____

E-mail: _____

Supporting statement: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DEADLINE FOR RECEIVING FORMS – September 4, 2015

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