

# OREGON ASSOCIATION OF COUNTY TREASURERS AND FINANCE OFFICERS

## POLICIES AND PROCEDURES MANUAL REVISED: JULY 2020

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# OFFICERS

## POLICIES AND PROCEDURES REVISED: JULY 2020

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**SUBJECT:** PRESIDENT - TERM OF OFFICE

**PURPOSE:** To establish a consistent transition for office holders.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers By laws Article V Section 3: “Each officer shall take office at the beginning of the fiscal year following the fall conference at which they are elected, and shall serve until the close of that fiscal year”.

**POLICY:** The President shall take office at the beginning of the fiscal year following the fall conference at which they are elected (November 1) and shall serve until the close of that fiscal year (October 31). All matters pending before the association shall be turned over to the incoming President and all official records shall be turned over to the incoming Secretary-Treasurer.

**PROCEDURE:** Items to be turned over to the incoming President:

1. A new gavel.
2. A list of all known matters pending before the association.
3. A written report of any actions already taken on pending matters.
4. Names, addresses & phone numbers of sponsor representatives.
5. Pertinent notes and records, copies of contracts or agreements, correspondence, user ids and passwords to shared accounts, etc.

**SUBJECT:** PRESIDENT - CONDUCTING BUSINESS MEETINGS

**PURPOSE:** To provide a consistent method for conducting the business of the Oregon Association of County Treasurers and Finance Officers.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 2: “the President shall preside at all annual and special meetings.”

**POLICY:** The President shall call all meetings by notifying the membership of the date, time, place and purpose of the meeting. Special meetings require a ten (10) day written notice. E-mail notification to the OACTFO user group is acceptable. The President can delegate the responsibility of notifying the membership to the Secretary-Treasurer.

**PROCEDURE:**

**General Business meetings**

1. General Business meetings will be held semi-annually at the spring and fall conferences, in person or virtually.
2. Written meeting agenda will be sent to all members prior to the meetings.
3. Unless otherwise provided, the conduct of all meetings shall be governed by Roberts Rule of Order-Revised (Article VII Section 2)
4. Majority vote rules except for bylaw changes which require 2/3 majority of members present (either in person or virtually) and voting. (Article VII Section 1 and Article VIII Section 1)
5. Review minutes within five days of meeting and return to Secretary-Treasurer for distribution to members.

**Special Business Meetings**

1. Called by the President for a special purpose.
2. Set date, time, and place (or communication method if meeting virtually) for the meeting.
3. Instruct Secretary-Treasurer to give the membership a ten (10) day written notice.
4. Conduct meeting according to general meeting procedures above.
5. May be conducted in person or virtually.

**Executive Board meetings**

1. Executive Board shall be composed of the elective officers and the immediate past president. (Article IV Section 4)
2. Executive Board conducts the Association’s business between meetings. (Article IV Section 4)
3. The President sets the date, time, and place (or communication method if meeting virtually).
4. The President notifies the executive board.

**SUBJECT:** PRESIDENT - FALLCONFERENCE

**PURPOSE:** To provide an annual meeting of the Oregon Association of County Treasurers and Finance Officers along with training and education.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article VI Section 1: “It shall be the policy of the Association to hold an annual conference in September. If this month is unavailable for any reason, the President may select another date in which to hold the annual conference. The President shall determine the place for each conference and shall notify the members.”

**POLICY:** The President has overall responsibility for the fall conference; choosing the conference site, selecting meal locations, approving the program and speakers, entering into all contracts, and finalizing the agenda. Any and all of the planning and responsibilities can be given to committees or members, but the final decisions and approval are made by the President.

**PROCEDURE:**

1. Determine the time and place and notify the membership. (Try to give at least six weeks to two months’ notice to give everyone time to make arrangements.)
2. The facility chosen must meet the needs of the association, keeping these objectives in mind:
  - Reasonable prices
  - Good accommodations
  - Food and beverage service
  - Meeting room size and accessibility
  - Hospitality room
  - Adequate seating and tables
  - PA system, flip charts, blackboard, audio-visual equipment, etc.
  - Meet ADA requirements
3. Program
  - Obtain speakers that fit the education requirements
  - Set session length
  - Secure bio information for speaker introductions
  - Confirm arrangements with speakers - topics, time schedule, special needs (dietary or audio-visual aids), financial considerations
  - Copy of all financial considerations go to Secretary-Treasurer
  - Acknowledgement with thank you letters after conference
4. Contracts and Agreements
  - All terms and deadlines should be spelled out
  - Be sure you can meet requirements of the contract
  - If anything changes, have the contract revised
  - Send copies of all contracts to the Secretary-Treasurer

- Hotel or motel contracts should include the following:
  - a. Number of rooms held for conference membership (usually about 30), room rates for single and double rooms, arrival date
  - b. Meeting room requirements, dates and times, set-up information, approximate number of attendees
  - c. The cost or consideration given for meeting and hospitality rooms (the hotel will be willing to “comp” some of their facilities)
  - d. The cost for any food service and approximate number attending (this will be firmed up with the hotel after registration)

**Note: The association will not guarantee a number of rooms (members will make their own reservations, mentioning OACTFO to secure the group rate)**

5. Meals

- Make required reservations and arrangements

6. Agenda

- Begin working on tentative conference agenda as soon as possible
- Use agendas from prior years to help determine time frames
- If presenters need definite time slots, firm up early and add to agenda
- If presenters are flexible, keep them in reserve to fill last time slots
- When agenda is firm, make the final conference agenda to include with registration packets

7. Registration

- Work with Secretary-Treasurer on getting registration forms to membership about 45 days prior to conference- send tentative agenda, if possible
- Make sure all necessary information is on the registration - check and recheck. Registration will include all meals and access to conference events and sessions for all paid Active, Associate and Affiliate members. Prices for guests (any non-member) will include two dinners and access to the Hospitality Room, and must be listed and collected with registration. Be sure fees are clear on registration form.
- Work with Secretary-Treasurer in determining the content of registration packets given out upon arrival

8. Sponsor Recognition Meal

- Determine conference sponsors and level of sponsorship.
- Recognize sponsors as defined in the “Conference Sponsorships” section of this policies and procedures manual.

9. Installation Banquet

- Normally held on the last evening of full day sessions
- Decide on program (entertainment optional)
- Plan installation ceremony (this can be formal or informal depending on President’s wishes)
- Present new certification awards and any re-certifications.
- Give gifts or mementos to officers (if desired)
- Make final remarks
- Allow time for new President to speak or make remarks

**SUBJECT:** PRESIDENT - APPOINTMENTS

**PURPOSE:** To establish a consistent transition for appointments.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education and Bylaws. The President may form any other committees that the President deems necessary during their term”.

**POLICY:** The President shall appoint all committees and they will serve for one year.

**PROCEDURE:** Appointments are normally made and announced by the end of fall conference. The following appointments are required by association bylaws:

1. Audit Committee - Two or more members for one year term
2. Budget Committee – Two or more members, including the President-Elect and Vice President, for one year term.
3. Legislative Committee - Two or more members for one year term.
4. Nomination Committee - Two or more members for one year term. (It has been traditional that this committee is made up of the last three active past presidents and the president-elect)
5. Education Committee – Two or more members for one year term, including the President-Elect.
6. Certification Committee – Two or more members for one year term.
7. Bylaws Committee - Two or more members for one year term.

The following appointments have been traditionally made, but are not required by bylaws:

1. AOC Liaison
2. Conference planning
3. Hospitality
4. NACO/NACCTFO Liaison
5. Network/Google Group
6. OGFOA Liaison
7. Photography
8. Policies and Procedures Manual
9. Scholarship
10. Treasurer’s Manual
11. Website
12. Other appointments made at the pleasure of the President.

**SUBJECT:** PRESIDENT-ELECT - TERM OF OFFICE

**PURPOSE:** To establish a consistent transition for office holders.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article V Section 3: “Each officer shall take office at the beginning of the fiscal year following the fall conference at which they are elected, and shall serve until the close of that fiscal year”.

**POLICY:** The President-elect shall take office at the beginning of the fiscal year following the fall conference at which they are elected (November 1) and shall serve until the close of that fiscal year (October 31).

**PROCEDURE:** The President-elect shall be installed at the annual conference and serve for a term of one year.



**SUBJECT:** PRESIDENT-ELECT -DUTIES

**PURPOSE:** To establish duties of the office of President-elect.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 2: “The President-elect shall perform the duties of the President whenever the latter is absent or unable to serve. The President-elect shall become the acting President when there is a vacancy for the time required, not to exceed the expiration of the current term.”

**POLICY:** The President-elect shall fulfill the duties as described in the bylaws and shall assist the President as requested.

**PROCEDURE:** The President-elect duties:

1. Performs the duties of the President if the latter is absent or unable to serve.
2. Shall become the acting President until the end of the President’s term, should a vacancy occur.
3. Shall automatically become the President the following year.
4. Shall perform such duties as the President may request.
5. Shall obtain and present the outgoing President with an engraved plaque at the fall conference.
6. Automatically becomes a member of the executive board.
7. Automatically becomes a member of the budget committee.
8. Automatically becomes a member of the education committee and assists in the planning of the fall conference agenda.
9. Develops a list of sponsors for the annual fall conference and works with the President to invite sponsorship.

**SUBJECT:** VICE PRESIDENT - TERM OF OFFICE

**PURPOSE:** To establish a consistent transition for office holders.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article V Section 3: “Each officer shall take office at the beginning of the fiscal year following the fall conference at which they are elected, and shall serve until the close of that fiscal year”.

**POLICY:** The Vice President shall take office at the beginning of the fiscal year following the fall conference at which they are elected (November 1) and shall serve until the close of that fiscal year (October 31).

**PROCEDURE:** The Vice President shall be installed at the annual conference and serve for a term of one year.

**SUBJECT:** VICE PRESIDENT - DUTIES

**PURPOSE:** To establish duties of the office of Vice President.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 2: “The Vice President shall assume the office of the President-elect, if there is a vacancy.”

**POLICY:** The Vice President shall fulfill the duties as described in the bylaws, including webmaster, and shall assist the President as requested.

**PROCEDURE:** The Vice President duties:

1. Shall act as Website Administrator for the Website Committee
  - The membership information and resources that will be kept current on the website shall include, but not be limited to:
    - Annual dues statements
    - Conference registration forms
    - Current committee list
    - Current list of officers
    - Meeting minutes and handouts from most recent meeting
    - Current procedures manual and bylaws
    - Treasurer Primer
    - Certification and continuing education program.
  - Additional information may be added to the website upon the approval of the Website Committee and the Executive Board.
  - Ensure that the domain name “OACTFO.org” remains registered.
  - Will not be held responsible for any errors or misleading/incorrect information displayed on the OACTFO website.
  - Will visit the website at least monthly to ensure the website is active.
  - Will organize and manage the appearance of the website.
2. Shall assume the office of the President-elect if a vacancy occurs.
3. Shall perform such duties as the President may request.
4. Automatically becomes a member of executive board.
5. Automatically becomes a member of the budget committee
6. Prepare and Maintain the Membership List
  - A membership list shall be compiled and sent to the association membership in November of each year.
  - An updated list may be sent in the spring if significant changes have occurred.
  - The list shall be dated and include: county or employer of member; name; title; work address; phone number; e-mail address; status (active, associate or affiliate); committee appointments.
  - Copies of the annual dues notices shall be obtained from the Secretary-Treasurer if there are additions or changes to be made to the membership list.
7. Contacts all newly elected or appointed County Treasurers/Finance Officers to invite them to become members of OACTFO and to the annual conference.
8. Introduce all newly elected or appointed County Treasurers/Finance Officers to the

membership.

9. Ensure that all newly elected or appointed County Treasurer/Finance Officers are added to the OACTFO directory on the website.
10. Serve as the association's historian.
11. Maintain and keep current List of Officers and the association's Past-Presidents List.

**SUBJECT:** SECRETARY-TREASURER - TERM OF OFFICE

**PURPOSE:** To establish a consistent transition for office holders.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article V Section 3: “Each officer shall take office at the beginning of the fiscal year following the fall conference at which they are elected, and shall serve until the close of that fiscal year”.

**POLICY:** The Secretary-Treasurer shall take office at the beginning of the fiscal year following the fall conference at which they are elected (November 1) and shall serve until the close of that fiscal year (October 31).

**PROCEDURE:**

Items to be turned over to the new Secretary-Treasurer at the close of the fiscal year include:

1. Treasurer’s Report for fiscal year and all prior financial reports and records.
2. Receipt book.
3. OACTFO minutes, current and prior.
4. OACTFO stationery.
5. OACTFO records of current membership.
6. Extra gavels, plaques or pins.
7. Dues statement, registration form, minutes of last meeting, membership list, conference agenda, OACTFO logo, and any other pertinent electronic files.

**CUSTODIAN:**

Every five years, the serving Secretary-Treasurer will appoint a Custodian who will act as custodian of funds and maintain the association checkbook and bank accounts and will provide signatory continuity by serving a term of five years. The position will work with the Secretary-Treasurer and provide financial information and reporting.

**SUBJECT:** SECRETARY-TREASURER - DUTIES

**PURPOSE:** To summarize duties of the office of Secretary-Treasurer.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 2: “The Secretary-Treasurer shall keep a record of all meetings of the Association, shall be custodian of all funds, shall conduct all correspondence at each meeting, and shall furnish each Treasurer and Finance Officer with a copy of the minutes of each meeting.”

**POLICY:** The Secretary-Treasurer shall fulfill the duties as described in the bylaws and shall assist the President as requested.

**PROCEDURE:** The procedures outlined below have been established to ensure accountability, accuracy, and proper checks and balances for this elective office.

1. Minutes

- The Secretary-Treasurer shall keep a record of all meetings of the association, including executive board meetings. These minutes will include time, date and place of the meeting; attendance; name of the presiding officer; items discussed; actions taken; name and signature of recorder.
- Formal meeting minutes shall be presented to the president for review within 5 days and distributed to the membership within 14 days of the meeting.
- Minutes of informal meetings (such as those held to discuss conference planning) need only be recorded for permanent record and need not be distributed.
- All minutes will be posted on the OACTFO website and will be available for review online at any time.

2. Bylaw Amendments

- Proposals for changes to association bylaws may be received from the president, the bylaws committee, or any three members of the association at least 20 days prior to fall conference or special meeting.
- Copies of the amendment must be sent to the membership at least 20 days prior to the final day of the fall conference, or 20 prior to the special meeting, at which action will be taken. This notification should show both the old wording and the proposed new wording.
- The original notification shall be included in the OACTFO minutes and subsequently posted to the OACTFO website.

3. Membership billing

- Modify the annual dues statement to reflect the remittance address of the new Secretary-Treasurer and make other changes as necessary.
- Association members shall be billed for annual dues prior to beginning of fiscal year on November 1. Reminder notices shall be sent for non-payment on or about December 1.

- Make weekly deposits of dues received.
- All dues and conference registrations shall be paid electronically via the website.

#### 4. Banking

- As custodian of association funds, the Secretary-Treasurer will appoint the Custodian for a five-year term to act as overseer of funds and perform other duties as assigned. Appointments will be made by the serving Secretary-Treasurer when an Custodian's term expires.
- When a new Custodian is appointed, the Secretary-Treasurer and newly appointed Custodian will have the option of continuing accounts set up by the previous officers or opening new accounts. This action must be approved by the executive board.
- The Secretary-Treasurer and Custodian will be the designated signers on association bank accounts.

#### 5. Financial Records

- The fiscal year begins November 1 and ends October 31 of the following year.
- The Secretary-Treasurer is responsible for keeping accurate records of all revenues and expenditures of the association.
- A year-to-date Treasurer's report will be prepared for association members at the fall conference, and for use of the budget committee in preparing the proposed budget for the upcoming year. The report will show current year-to-date amounts, current budget, and actuals for the last two fiscal years.
- Financial records, checkbook, bank statements, signed bank reconciliations, etc. shall be provided to the audit committee to conduct annual audit.
- A final fiscal year Treasurer's report shall be produced for the executive board as of October 31 showing final costs and revenue for fall conference.

#### 6. Conference Registration

- Preparation of conference registration form will be coordinated with the President and shall be posted to the website no later than 30 days prior to the conference.
- Registration forms shall provide for sign-up for all meals for members and guests, along with meal choices, if appropriate. Keep record of these numbers for final confirmations with restaurants or caterers. Be sure the form is clear and precise.
- Registration forms and payments will be returned to the Secretary-Treasurer for recording of registrants and deposit of registration fee.
- Prepare name tags for all conference registrants and guests based upon registration forms - meal tickets for entrée selections, if appropriate.
- Prepare a registration packet for all conference registrants which should include: name tags; meal tickets; conference agenda; map or instructions to conference locations; area tourist information; other paraphernalia gathered by interested members.

**SUBJECT:** SECRETARY-TREASURER - CALENDAR

**PURPOSE:** To list secretary-treasurer duties chronologically

NOVEMBER

- Secretary-Treasurer receives all records, signature cards, minutes, etc. from prior officer. Books should be closed for the fiscal year. Final Treasurer's report completed.

DECEMBER

- Second billing to members who have not returned dues.
- Prepare updated membership list from returned dues statements.

FEBRUARY

- Coordinate with President and/or executive board for any expenses connected with OGFOA conference.

MARCH

- Attend OGFOA/OACTFO conference and take minutes at business meeting or executive board meeting, if meeting is held.
- Prepare minutes and send to President for review within 5 days of meeting.
- Send copies of minutes to all members within 14 days of meeting.

APRIL

- Mail updated membership list if significant changes have occurred.

JUNE

- Begin coordination of fall conference with President and executive board.
- Send out preliminary information for fall conference (location and tentative agenda).

JULY

- Complete fall conference registration form with input from President and executive board.
- In late July or early August post fall conference registration form to the OACTFO website and email OACTFO group.

AUGUST

- Keep President informed on conference count as registrations arrive.
- Begin working on name tags, meal tickets, registration packets, etc.
- Bill members for annual dues.



SEPTEMBER (before conference)

- Complete final preparations for conference registration. Make sure you have the help needed at conference during registration times.
- Prepare Year-to-Date Treasurer's report as late as possible prior to conference. Make copies for distribution to membership and for use of audit and budget committees.
- Make an estimate of remaining conference expenses and ending fund balance for budget committee.
- Have prior year financial reports available for audit and budget committee.
- Annual conference, newly elected officers installed to take office on November 1.

SEPTEMBER (after conference)

- Prepare minutes of conference business meeting and any executive board meetings and send to President for review within 5 days of meeting.
- Send copies of minutes to all members within 14 days of meeting.
- Pay outstanding bills, including all bills for fall conference.

OCTOBER

- Books are closed for the association fiscal year as of October 31.
- Receive records from Custodian and prepare final Treasurer's report. Email report to executive board members as soon as possible and file a copy with official records.
- Prepare all records, reports, correspondence, membership information, etc. for transference to new Secretary-Treasurer.

**SUBJECT:** EXECUTIVE BOARD - DUTIES

**PURPOSE:** To conduct the affairs of the association between meetings.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 4: “The Executive Board of the Association shall be composed of the elective officers and the immediate Past President and have the authority to conduct the affairs of the association between meetings.”

**POLICY:** The executive board shall take office at the beginning of the fiscal year following the fall conference at which they are elected (November 1) and shall serve until the close of that fiscal year (October 31).

**PROCEDURE:**

The executive board shall perform with these guidelines:

1. Meetings will be held as requested by the President and the President shall preside.
2. Minutes will be taken by the Secretary-Treasurer and distributed to membership.
3. Have authority to conduct the affairs of the association between meetings.
4. Are responsible to establish dues for Active, Associate and Affiliate members.
5. Review and approve/deny recommendations from the scholarship committee.

# COMMITTEES

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**SUBJECT:** AUDIT COMMITTEE

**PURPOSE:** To establish a consistent transition and outline of duties for committee. For purposes of this procedure, “Audit” is a financial review, not an audit performed by an independent auditor.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws.”

**POLICY:** The President will appoint a committee of at least two to the audit committee to serve a term of one year, naming one as chairperson.

By December 31, this committee shall examine the financial records of the association for the fiscal year ending October 31 and report their findings to the membership at the spring conference, or the next meeting thereafter if a spring conference not held.

**PROCEDURE:** The following procedure will be used to perform the annual audit to be presented at the spring conference.

1. The Treasurer shall close the books on October 31 after completing conference expenses and all other association financial obligations. All financial records for the year ending October 31 shall be submitted to the audit committee chair by the end of November.
2. These records shall include the following:
  - a. Association checkbook/check register
  - b. All receipts
  - c. Reconciled bank statements including signature of reconciler
  - d. Copies of all cancelled checks
  - e. Verification of investments
  - f. List of membership to verify membership revenues to total number of members
  - g. Copy of approved budget with actual and variance
  - h. Treasurer’s Report
3. Audit of the financial records shall be completed by December 31 and presented to the membership at spring conference, or the next meeting thereafter if a spring conference not held. The final Treasurer’s report and audit report shall be emailed to the membership no later than 20 days prior to the designated meeting.
4. Auditor shall provide final figures for tax preparer for preparation of federal form 990.

5. Audit should include the following:
  - a. Verifying bank statement with records,
  - b. Verifying monthly reconciliation of bank statements (each monthly statement should be signed by the Treasurer indicating it has been reconciled),
  - c. Verifying expenditures and comparing with Treasurer's report,
  - d. Verifying membership revenue to total number of members,
  - e. Reviewing approved Budget against performance.
  
6. Auditor shall prepare statement/audit report verifying that all items under section 2 above have been reviewed and report findings including items under section 4 above.

**SUBJECT:** BUDGET COMMITTEE

**PURPOSE:** To establish a consistent transition and outline of duties for committee.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws”.

**POLICY:** The President will appoint a committee of at least two to the budget committee (including the President-elect and Vice President) to serve a term of one year, naming one as chairperson. At fall conference they shall present for action of the membership a proposed budget for the upcoming fiscal year beginning November 1.

**PRODECURE:** The following procedure will be used to prepare the proposed budget included in the committee report at the fall conference:

1. The Secretary-Treasurer will provide the following to the committee chair prior to the beginning of the fall conference:
  - A year-to-date Treasurer’s report with current budget amount.
  - An estimate of remaining fall conference expenses and estimated beginning balance.
  - Fiscal year Treasurer’s reports reflecting actual expenditures for two prior years.
2. The committee chair will set a time and place for a meeting early during the fall conference. A budget worksheet with two years actual amounts, current year-to-date amounts, and current budget shall be provided by the committee chair. Committee members should bring calculators, if possible.
3. The committee will prepare a proposed budget for the fiscal year beginning November 1 for presentation at the annual business meeting. Copies of the proposed budget (showing two years history, current year-to-date amounts, current budget, and proposed budget) shall be provided for all members present. The budget will be approved by vote of the membership with the provision that the beginning balance and contingency will be adjusted at spring conference following the final Treasurer’s and audit reports.
4. The budget approved at fall conference shall be adjusted to reflect figures of the final Treasurer’s and audit reports and shall be adopted by membership at spring conference, or the next meeting thereafter if a spring conference not held.

**SUBJECT:** LEGISLATIVE COMMITTEE

**PURPOSE:** To establish a consistent transition and outline duties for committees.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws.”

**POLICY:** The President will appoint a committee of two or more to the legislative committee to serve a term of one year, naming one as chairperson. This committee shall represent the association’s point of view and interest at the legislature and report legislative action to the membership.

**PROCEDURE:** The following procedures will guide this committee during a legislative year:

1. Committee members should keep current with legislative action affecting Treasurers and Finance Officers and keep membership informed.
2. Committee members will testify on legislation during legislative hearings when it is in the best interest of the association.
3. If necessary, the committee will poll the association to get a consensus of members on legislative activity.
4. Alert association members to action they need to take to support or oppose legislation (i.e. Contact your representatives by phone, email or letter).

The following procedures will guide this committee during a non-legislative year:

1. Be alert to problems affecting Treasurers and Finance Officers that can be corrected by legislative action.
2. Prepare new or correcting legislative bills and determine the best method to have them presented during the next legislative session.

**SUBJECT:** NOMINATIONS COMMITTEE

**PURPOSE:** To establish a consistent transition and outline duties for committees.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws.”

**POLICY:** The President will appoint a committee of four to the nominations committee to serve a term of one year, naming one as chairperson. This committee is traditionally composed of the three most immediate past presidents who remain active members, and the president-elect, with the immediate past president named as chairperson. The committee is responsible for nominating officers to be presented at the business meeting during fall conference.

**PROCEDURE:** The following procedures will guide this committee:

1. Current officers have traditionally advanced to the next highest office each year until they have served in each office. Bylaws specify that the President-elect will automatically become the President, but it is silent on the other officers.
2. The committee must have the permission of each individual who they wish to nominate for office.
3. The slate of officers will be presented as part of the committee report during the business meeting at fall conference - President, President-elect, Vice President, and Secretary-Treasurer.
4. Additional nominations will be allowed from the floor.



**SUBJECT:** EDUCATION COMMITTEE

**PURPOSE:** To establish a consistent transition and outline duties for committees.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, and Bylaws.”

**POLICY:** The President will appoint a committee of two or more to the education committee to serve a term of one year, naming one as chairperson. This committee will advise on the education needs of the members for the fall conference.

**PROCEDURE:** The following procedures will guide this committee:

1. Provide suggestions to President and/or executive board on possible education, training, and speakers or presenters for the fall conference.
2. Work with the President to set the agenda for the fall conference.
3. Assist the President in securing speakers and presenters for the fall conference.

**SUBJECT:** CERTIFICATION COMMITTEE

**PURPOSE:** To establish a consistent transition and outline duties for committees.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws.”

**POLICY:** The President will appoint a committee of two or more to the certification committee to serve a term of one year, naming one as chairperson. This committee will advise on the certification requirements.

**PROCEDURE:** The following procedures will guide this committee:

1. Advise the executive board on educational needs and standards for certification.
2. Act as liaison between the association and the college administering the certification program.
3. Present any recommendation for changes of the certification program to the membership at the business meeting during fall conference.
4. Secure certifications and renewals from the administering college for presentation.
5. Be responsible for certification and renewal presentations and keep a record of members certified and their year of certification.
6. Encourage members to obtain their initial certification and re-certification as necessary.

**SUBJECT:** BYLAWS COMMITTEE

**PURPOSE:** To establish a consistent transition and outline duties for committees.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The following committees of two or more members each shall be appointed by the President: Audit, Budget, Legislative, Nominations, Education, Certification, and Bylaws.”

**POLICY:** The President will appoint a committee of three to the bylaws committee to serve a term of one year, naming one as chairperson. This committee will ensure that the needs of the association are reflected in the bylaws, maintain a true copy of the bylaws that include all amendments passed by the association, and ensure that association action agrees with stated guidelines of our bylaws.

Amendments to the bylaws may be proposed by the President or any 3 members of the association. They must be in writing and must be sent to the Secretary-Treasurer at least 20 days before the fall conference. The Secretary-Treasurer must email a copy of the proposed amendments to the membership at least 20 days before fall conference. Proposed amendments must receive a 2/3 majority of the members present and voting to become effective.

**PROCEDURE:** The following procedures will guide this committee:

1. Update the association bylaws as amended by the membership.
2. Present members with current bylaws for appropriate section of this manual.
3. Follow above procedure if committee would like to propose bylaw amendments.

# APPOINTMENTS

## POLICIES AND PROCEDURES REVISED: 2020

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**SUBJECT:** REPRESENTATIVE TO AOC (*ASSOCIATION OF OREGON COUNTIES*)

**PURPOSE:** To have association representation in AOC and to establish the functions of our representative.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The President may form any other committees that the President deems necessary during their term.”

**POLICY:** The President appoints a representative to AOC for a two year term.

**PROCEDURE:** The representative shall:

1. Attend meetings of the Association of Oregon Counties
2. Poll members for view or data if necessary to accurately represent the association membership.
3. Provide needed information, data, or viewpoints to AOC on behalf of the association.
4. Keep the association informed of AOC activities, interests, and positions.
5. Give summary reports at business meetings when called upon to do so.

**SUBJECT:** REPRESENTATIVE TO OGFOA (*OREGON GOVERNMENT FINANCE OFFICERS ASSOCIATION*)

**PURPOSE:** To have association representation in OGFOA and to establish the functions of our representative.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The President may form any other committees that the President deems necessary during their term.”

**POLICY:** The President appoints a representative to OGFOA for a two year term.

**PROCEDURE:** The representative shall:

1. Keep members aware of actions, activities, interests, and positions of OGFOA that will impact our association.
2. Poll members for view or data if necessary to accurately represent the association membership.
3. Provide needed information, data, or viewpoints to OGFOA on behalf of the association.
4. Give summary reports at business meetings when called upon to do so.

**SUBJECT:** REPRESENTATIVE TO NACCTFO (*NATIONAL ASSOCIATION OF COUNTY COLLECTORS, TREASURERS, AND FINANCE OFFICERS*)

**PURPOSE:** To ensure that the association keeps informed on national issues and has a voice in national policy effecting county finance.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The President may form any other committees that the President deems necessary during their term.”

**POLICY:** Two OACTFO members are to be representatives to NACCTFO. The first will be the Immediate Past President and the second will be appointed by the President to a two year term.

**PROCEDURE:**

1. The representatives should be alert to events throughout the nation effecting our association or county finance.
2. The representatives should keep the association informed regarding national views and policy.
3. The immediate past president should attend the annual NACCTFO conference to stay in tune with national policy and voice our views and concerns. In the event the immediate past president cannot attend, the appointed representative may attend. If the appointed representative cannot attend, the President may select any other member from the OACTFO general membership to represent us at the annual NACCTFO conference.

**SUBJECT:** HOSPITALITY

**PURPOSE:** To ensure that all members are welcomed at association events and that the hospitality room is staffed and stocked.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article IV Section 3: “The President may form any other committees that the President deems necessary during their term.”

**POLICY:** The President traditionally appoints a hospitality chairperson.

**PROCEDURE:** This member shall:

1. Coordinate hospitality services and hours with the President and executive board for all association events.
2. Stock the hospitality room or suite.
3. Be present or have other members present during scheduled hospitality hours.
4. Make sure all members and guests are welcomed:
  - a. Greet new attendees
  - b. Extend invitations for hospitality events to new attendees



**SUBJECT:** PHOTOGRAPHER/YEARBOOK

**PURPOSE:** To ensure that history of the association is retained through pictures and articles.

**REFERENCE:** None

**POLICY:** The President traditionally appoints a member in charge of photography and the yearbook.

**PROCEDURE:** This member shall:

1. Be present and take pictures at association events.
2. Collect newsworthy articles regarding association members.
3. Put pictures and articles together in our association yearbooks.
4. Have yearbooks available in hospitality room.

**SUBJECT:** CUSTODIAN

**PURPOSE:** To serve as the custodian of funds and perform financial duties such as paying bills. The Custodian position will maintain the association checkbook and bank accounts and provide signatory continuity by serving for five years.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers By-laws Article IV Section 2: “The Secretary-Treasurer shall, whenever a vacancy exists, appoint a Custodian to serve as overseer of funds and perform other Secretary-Treasury duties as assigned. The Custodian shall serve a term of five years.

**POLICY:** The Secretary-Treasurer appoints the Custodian to a five-year term beginning. Appointments will be made by the serving Secretary- Treasurer when a Custodian’s term expires.

**PROCEDURE:** The Custodian shall:

1. Attend association meetings and events.
2. Serve as custodian of funds and maintain the association checkbook and bank accounts.
3. Conduct financial duties such as paying bills and reconciling bank statements.
4. Provide Secretary-Treasurer with financial and reporting information.
5. Retrieve items from outgoing Custodian, including:
  - a. Checkbook and all checks, deposit slips, and reconciled bank statements.
  - b. Financial records, account access and statements for all association savings and investment accounts.
6. Upon expiration of term, turn over the following items to newly appointed Custodian:
  - a. Checkbook and all checks, deposit slips, and reconciled bank statements.
  - b. Financial records and statements for all association savings and investment accounts.

**SUBJECT:** SCHOLARSHIP

**PURPOSE:** To financially support the further education of our members.

**REFERENCE:** None

**POLICY:** Recipients of scholarships will be active and/or associate members who demonstrate a need for the scholarship.

Scholarships will be given for the Fall OACTFO annual conference, the OGFOA Spring conference, the NACCTFO annual conference, or any other conference that is relevant to the members of OACTFO. Scholarships will also be given for the cost of OACTFO certification or recertification. Financial assistance will be in the form of payment of registration fees, travel, and lodging expenses for the event.

There is a lifetime limit of two conferences to each recipient.

OACTFO provides scholarships to financially assist OACTFO members. This supports our mission of enhancing the professional growth and knowledge of those working in governmental finance.

Scholarships will cover the full event registration, travel costs, and lodging at the event hotel. Full registration includes all conference meals. Not included in scholarship awards are the cost of meals for attendees' guests, hotel incidentals such as phone calls or room service, or per diem while traveling to and from the conference site.

**PROCEDURE:** Awarding of scholarships:

1) Application Process

- a) **Registration for Event** – Scholarship applicants should register using the event registration form by emailing that form to the OACTFO Secretary-Treasurer by the registration deadline. Payment should not accompany the registration. Accompanying the completed registration must be a photocopy of the scholarship application form for the event.
- b) **Scholarship Application** – The original copy of the scholarship application should be sent to the chairperson of the scholarship committee. Applicant will be required to submit applications no later than 45 days prior to the event of which a scholarship is requested. Applications must conform to State policy; any applications not in conformance will not be considered for scholarship award.
- c) **Review and Award** – Scholarship applications will be reviewed by the committee and a vote will be taken among the committee members. Votes will be in person at a meeting of the committee, by mail, by email, by telephone conference or virtually. The applicant(s) emerging with the most support in a vote of the committee will be forwarded to Executive Committee for final approval or rejection. Scholarship applicants will be advised of the result of the

Executive Committee's vote no later than 30 days prior to the event of financial support is requested. Records of the applications vote tallies and any commentary accompanying the voting process will be maintained by the chairperson of the Scholarship committee. There is no appeal process for applicants who do not receive a scholarship under these procedures; decisions of the committee are final.

2) Scholarship Dollar Limitations

The scholarship award program is limited by that portion allotted to scholarship awards within the approved OACTFO budget. With the approval of the Executive Committee, the Scholarship committee will allot scholarship funding among the events for which OACTFO offers support. No more than that allotment for each event will be awarded in financial support by the committee.

3) Form of Financial Support

The support awarded to each scholarship winner for each event will be for all or part of the following event related expenses:

- a) Event registration cost
- b) Travel cost, if any
- c) Event lodging cost, if any
- d) OACTFO certification or recertification fees

Payment of registration costs will be borne directly by OACTFO. Travel and hotel costs will be reimbursed to the scholarship recipient upon delivery of original receipts to the OACTFO Secretary/Treasurer.

*Partial Scholarships* - As described above, funds for scholarships to each event are limited. In some instances the Executive Committee may elect to award partial scholarships to fewer recipients. The decision to award a partial scholarship will be based on the program resources available for the fiscal year, and the applicant's ability to pay a portion of the cost of the event.

4) Scholarship Recipient's Responsibilities

Recipients of scholarship support are responsible for all other expense of attending the approved conferences, including hotel incidentals and any meals purchased while traveling.

A short article describing the scholarship winner's experience at the event is requested and is to be distributed to the OACTFO membership.

OREGON ASSOCIATION OF COUNTY TREASURERS AND FINANCE OFFICERS

**APPLICATION FOR SCHOLARSHIP**

EVENT: FALL CONFERENCE\_\_\_\_\_NACCTFO CONFERENCE \_\_\_\_\_  
SPRING CONFERENCE\_\_\_\_\_GFOA CONFERENCE\_\_\_\_\_  
OGFOA CONFERENCE\_\_\_\_\_MTA CONFERENCE\_\_\_\_\_  
OTHER CONFERENCE\_\_\_\_\_  
CERTIFICATION OR RECERTIFICATION FEES\_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: WORK\_\_\_\_\_ FAX\_\_\_\_\_

Estimated cost to attend the event:

Full registration \$\_\_\_\_\_

Lodging \$\_\_\_\_\_

Transportation \$\_\_\_\_\_

Your department's total budget for travel and training \$\_\_\_\_\_

Amount available at time of application \$\_\_\_\_\_

Have you previously received a scholarship? Y\_\_\_\_N\_\_\_\_

Have you previously attended this event? Y\_\_\_\_N\_\_\_\_

Number of years in OACTFO \_\_\_\_\_

OACTFO Certification or Recertification Fee \$\_\_\_\_\_

On a separate page, please tell us a little about yourself and your need for this scholarship.

**PLEASE SEND YOUR COMPLETED APPLICATION TO  
THE CURRENT SCHOLARSHIP COMMITTEE CHAIRPERSON**

# MISCELLANEOUS

## POLICIES AND PROCEDURES MANUAL REVISED: JULY 2020

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**SUBJECT:** MEMBERSHIP

**PURPOSE:** To establish eligibility for membership, the benefits of membership, and the responsibilities of membership.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws:

Article III Section 1. "Each Oregon County and the Oregon State Treasury may have one Active Member by payment of annual dues. That Oregon County member will be the regularly elected or appointed County Treasurer, the person who performs the duties normally associated with a County Treasurer, or another representative designated by the county. The Oregon State Treasury member will be the person so designated by Treasury."

Article III Section 2. "Any county treasury or finance office employee, any Oregon State Treasury employee, or any former Active Member may become an Associate Member by payment of annual dues."

Article III Section 3. "Any person interested in activities of the Oregon Association of County Treasurers and Finance Officers may become an Affiliate Member by payment of annual dues."

Article IV Section 1. "Each Active Member and Associate Member currently employed in a county treasury or finance office shall be eligible to hold any office in the Association.

**POLICY:** Membership groups are established in bylaws and changes are made through bylaw amendments.

**PROCEDURE:**

**Active Member:**

1. The Oregon county member is a regularly elected or appointed County Treasurer, the person who performs the duties normally associated with a County Treasurer, or another designated representative; or an Oregon State Treasury member designated by Treasury.
2. Will receive membership lists, registration forms for conference, newsletters, and minutes of meetings.
3. Is a voting member at all association meetings.
4. Is eligible to hold any office in the association.

**Associate Member:**

1. Is a County Treasury or Finance office employee, an Oregon State Treasury employee, or a former Active Member.
2. Will receive membership lists, registration forms for conference, newsletters, and minutes of meetings.
3. Is a voting member at association meetings only if appointed in the absence of an Active Member.
4. Is eligible to hold any office in the association.

**Affiliate Member:**

1. Is interested in activities of the Oregon Association of County Treasurers and Finance Officers.
2. Will receive membership lists, registration forms for conference, newsletters, and minutes of meetings.



**SUBJECT:** MEMBER DUES

**PURPOSE:** To establish a basis for setting member dues.

**REFERENCE:** Oregon Association of County Treasurers and Finance Officers Bylaws Article III – Membership in each section reference is made to “payment of the annual dues”.

**POLICY:** Dues will be set by a vote of membership at an annual meeting.

**PROCEDURE:** The executive committee will discuss the need for a change in dues structure and present changes at the annual meeting for a vote of the membership.

Active Members	\$100.00 per year
Associate Members	\$ 35.00 per year
Affiliate Members	\$115.00 per year for the first membership
	\$ 60.00 per year for additional members from the same organization

**SUBJECT:** CONFERENCE SPONSORSHIPS

**PURPOSE:** Record OACTFO's policies as pertain to sponsorships of association conferences.

**REFERENCE:** None

**POLICY:** None

**PROCEDURE:** There are four levels of sponsorship available with level and benefits as follows:

The platinum sponsorship level is a minimum contribution of \$1,500.00. For this level of sponsorship, your organization receives the following benefits:

- Acknowledgement of sponsorship during opening remarks
- Logo placement in conference materials
- Opportunity to address the conference
- One Affiliate membership for the next year

The gold sponsorship level is \$1,000.00. The following benefits would be offered to all sponsoring organizations at the gold level:

- Acknowledgement of sponsorship during opening remarks
- Opportunity to address the conference
- One Affiliate membership for the next year

The silver sponsorship level is any amount from \$500.00 to \$999.00 and would include the following benefits:

- Acknowledgement of sponsorship during opening remarks
- Brief introduction of conference attendees

The bronze sponsorship level is any amount up to \$499 and the benefits include acknowledgement of sponsorship during opening remarks.

A list of potential sponsors will be maintained and updated annually by the vice-president.

A request for conference sponsors will be prepared and distributed no later than June of each year.

**SUBJECT:** ASSOCIATION AFFILIATIONS

**PURPOSE:** To record OACTFO's policy as pertains to association affiliations.

**REFERENCE:** None

**POLICY:** An affiliation is a relationship with an organization that exceeds a simple membership. An affiliation usually results in our association being termed as an affiliate, as opposed to a member, *by the other organization*. Benefits may include support services, such as legislative lobbying on our behalf, participation in the creation of draft legislation, access to training at discounted prices, etc. An affiliation may or may not include a cost to the association.

It is the policy of the association to add or delete affiliate relationships by majority vote at any annual conference or special meeting. A list of association affiliations will be retained in the association manual

**PROCEDURE:** The following are associations with whom OACTFO has an affiliate relationship:

1. Association of Oregon Counties (AOC)
  - AOC is an affiliate of the National Association of Counties (NACo). NACo, in turn, has related and affiliated organizations, including the National Association of County Collectors, Treasurers, and Finance Officers (NACCTFO). Although we have a relationship with NACCTFO, our affiliation is with AOC and most Oregon counties are members of NACo.

**SUBJECT:** GOOGLE-GROUPS

**PURPOSE:** To maintain the OACTFO and OACTFO Affiliate Google Groups

**REFERENCE:** None

**POLICY:** None

**PROCEDURE:** A Google Groups administrator will be appointed by the OACTFO President. The administrator is responsible for maintenance (adding and deleting members) and moderation of the Groups as needed.

## INSTALLATION OF OACTFO OFFICERS

YOU HAVE BEEN ELECTED TO THE OFFICE OF SECRETARY-TREASURER. THE SECRETARY-TREASURER SHALL KEEP A RECORD OF ALL MEETINGS OF THE ASSOCIATION, SHALL BE CUSTODIAN OF ALL FUNDS, SHALL CONDUCT ALL CORRESPONDENCE AT EACH MEETING, AND SHALL FURNISH EACH MEMBER WITH COPIES OF THE MINUTES AND ANNUAL FINANCIAL REPORTS. DO YOU PROMISE TO ACCEPT THESE RESPONSIBILITIES, AND TO PERFORM THEM TO THE BEST OF YOUR ABILITY?

YOU HAVE BEEN ELECTED TO THE OFFICE OF VICE-PRESIDENT. THE VICE-PRESIDENT SHALL ASSUME THE OFFICE OF THE PRESIDENT-ELECT, IF THERE IS A VACANCY. THE VICE-PRESIDENT SHALL PERFORM SUCH OTHER DUTIES, AS THE PRESIDENT SHALL REQUEST. DO YOU PROMISE TO ACCEPT THESE RESPONSIBILITIES AND TO PERFORM THEM TO THE BEST OF YOUR ABILITY?

YOU HAVE BEEN ELECTED TO THE OFFICE OF THE PRESIDENT-ELECT. THE PRESIDENT-ELECT SHALL PERFORM THE DUTIES OF THE PRESIDENT WHENEVER THE LATTER IS ABSENT OR UNABLE TO SERVE. THE PRESIDENT-ELECT WILL AUTOMATICALLY BECOME THE PRESIDENT THE FOLLOWING YEAR AND SHALL PERFORM SUCH OTHER DUTIES AS THE PRESIDENT SHALL REQUEST. DO YOU PROMISE TO ACCEPT THESE RESPONSIBILITIES AND TO PERFORM THEM TO THE BEST OF YOUR ABILITY?

YOU HAVE BEEN ELECTED TO THE OFFICE OF PRESIDENT. THE PRESIDENT SHALL PRESIDE AT ALL ANNUAL AND SPECIAL MEETINGS, APPOINT ALL COMMITTEES AND HAVE GENERAL SUPERVISION OVER THE AFFAIRS OF THE ASSOCIATION. THE PRESIDENT SHALL BE THE CHAIRPERSON OF THE EXECUTIVE BOARD. DO YOU PROMISE TO ACCEPT THESE RESPONSIBILITIES AND TO PERFORM TO THE BEST OF YOUR ABILITY?

QUESTION TO THE MEMBERSHIP: DO YOU PROMISE TO SUPPORT THESE ELECTED OFFICERS AND TO SERVE THE ASSOCIATION WHEN ASKED TO DO SO?

**SUBJECT:** AMENDMENTS

**PURPOSE:** To establish a basis for amending this Policy and Procedures Manual.

**REFERENCE:** None

**POLICY:** None

**PROCEDURE:** The president or any member of the Association may propose an amendment to these policies and procedures by submitting it in writing to the Secretary-Treasurer. The Executive Board will review amendment proposals. To be adopted as an Amendment, it must receive a vote of a simple majority of the Executive Board members present and voting, either in person or virtually.