

Proposed Bylaws Change 2008

Recommended by the 2008 Constitution and Bylaws Committee: Karen Goff, Chair; Linda Blake, Noel Kopriva.

#1 of 2 Changes

Bylaws, Article III, DUTIES OF OFFICERS, Section 1, President

Current Content

The duties of the President shall be as follows:

- A. To plan, with the help of the Executive Board, a program for the Association and supervise its progress.
- B. To be responsible for the program of the annual meeting.
- C. To present a budget of anticipated revenue and expenditures to the Executive Board.
- D. To preside at all meetings of the Association and of the Executive Board and perform the other duties of the office of President.
- E. To approve all orders drawn on the Association and any contracts authorized by either the Executive Board or the Association.
- F. To appoint, with approval of the Executive Board, such committees as prescribed in the bylaws, and any special Committees as required to carry on the work of the Association, defining the duties of the special committees.

Recommended Change

Replace entire section to read as follows.

The duties of the President shall be as follows:

- A. To formulate and implement a strategic plan for the year with the advice and approval of the Executive Board.*
- B. To develop and direct the program for the annual meeting.*
- C. To work with the Finance Committee to prepare an annual budget for presentation to the Executive Board.*
- D. To preside at all meetings of the Association and of the Executive Board and perform the other duties of the office of President.*
- E. To appoint, with approval of the Executive Board, such committees as prescribed in the bylaws, and any special Committees as required to carry on the work of the Association, defining the duties of the special committees.*
- F. To sign such contracts and other legal documents as authorized by the Executive Board.*
- G. To serve as the chief spokesperson for the association and as such must be consulted about pronouncements made on behalf of WVLA.*
- H. To serve as an ex-officio member of all committees.*
- I. To co-sign all payment documents (checks or electronic drafts) written by the Treasurer. With the approval of the Executive Board, the President may appoint another WVLA member to serve as the authorized co-signer.*

Rationale

The changes in items A-F are slight editorial changes. Items G and H are added to clarify the duties of the President. Item I is added to implement the recommendations of the CPA retained by the Association.

#2 of 2 Changes

Bylaws, Article III, DUTIES OF OFFICERS, Section 5, Treasurer

Current Content

The duties of the Treasurer shall be as follows:

- A. To be present or have a representative present at the annual meeting to receive or supervise the receipt of dues and other monies.
- B. To have custody of all funds and securities of the Association, and to deposit same in a bank approved by the Executive Board.
- C. To pay by check bills against the Association when signed by the President.
- D. To make an itemized written report of the year's work to the Auditing Committee at the end of the fiscal year.
- E. To report to the Membership chair the names of all members who have paid their dues.
- F. To present in person or by proxy a financial statement to date at each Executive Board meeting and annual meeting.

Recommended Change

Replace entire section to read as follows.

The duties of the Treasurer shall be as follows:

- A. To keep accurate financial records for the Association, deposit money, drafts, and checks in the name of, and to the credit of, the Association in the banks and depositories designated by the Board and to perform other duties related to the finances of the Association as directed by the Board and the President .*
- B. To establish and maintain bank accounts and bookkeeping procedures according to standard and accepted practices and disburse Association funds and issue checks and drafts in the name of the Association upon receipt of invoices and vouchers. All payment documents (checks or electronic drafts) must be signed by two authorized members of the Association.*
- C. To Chair the Finance Committee and prepare an annual budget for Executive Board approval.*
- D. To prepare and present a financial statement to date at each Executive Board meeting and a summary financial statement at the Annual Conference of the Association. The financial statement to date must include a list of checks, drafts, and deposits since the last report, status of funds, and budget analysis.*

- E. To annually provide the Association Auditing Committee and/or designated auditor access to all financial records for the period being audited and to answer questions presented by the Association Auditing Committee and/or designated auditor.*
- F. Should the Association contract with another agency for bookkeeping and other accounting, the Treasurer will be the liaison between the Executive Board and that agency.*

Rationale

Reorganize and revise language to implement the recommendations of the CPA retained by the Association, delete obsolete and overly specific language, and add the section concerning contract bookkeeping and accounting. Language concerning specific duties such as keeping bank signature forms current and arranging for the bonding of particular positions will be added to the appropriate sections of the WVLA Handbook.