

## TREASURER'S DUTIES EXCERPTED FROM THE BYLAWS

NOTE: The passages quoted in red below pertain to the duties as specified by the bylaws. The passages quoted in blue below pertain to the duties as specified by past practice in our branch. See the complete BYLAWS on the Branch Officer page.

### **Treasurer's Duties in Article X**

**ARTICLE X. DUTIES OF OFFICERS. Section 6.** The Treasurer shall be responsible for collecting, distributing, and accounting for the funds of the branch. [The Treasurer manages the bank accounts, which include checking, savings, and certificate of deposit accounts. The Treasurer pays bills and requires 2 signatures on all checks generated from AAUW-IC's accounts. The Treasurer files the IRS Form 990 as directed in cooperation with AAUW national]. The Treasurer shall collect dues and properly remit them to national and the state by the specified deadline. The Treasurer shall send monies as authorized by the board of directors for the Educational Foundation, including the Legal Advocacy Fund, by the specified deadlines and shall keep separate ledgers for each type of account. The branch will annually provide AAUW and AAUW-PA with the name of the designated officer for Finance [normally fulfilled by the Treasurer].

**ARTICLE X. DUTIES OF OFFICERS. Section 2.** All officers shall submit an annual written report to the president. [The Treasurer prepares an annual budget and audit report].

### **Treasurer's Duties in Article VIII**

#### **ARTICLE VIII. FINANCIAL ADMINISTRATION**

**Section 1.** The fiscal year shall correspond with that of AAUW and shall begin on July 1.

**Section 2.** Changes in branch dues shall be established at the annual meeting by a two-thirds vote of those present and voting, provided written notice has been given to all the members 30 days prior to the meeting.

**Section 3.** Dues are payable on or before July 1. After notification of nonpayment, a member still in arrears after July 31 shall be dropped from membership.

**Section 4.** Payment of additional dues shall be waived for a transferring member whose current dues have been paid to another branch.

**Section 5.** New members may join at any time. Dues are payable upon joining. The national (and state) portion of the dues paid by new members for less than a full year is determined by AAUW (and state) policy. The branch Board of Directors may set a reduction for branch dues. [The Treasurer keeps a record of current membership based upon dues submitted by renewals and new members and reported on the AAUW MSD].

**Section 6.** The annual budget shall be adopted by the Board of Directors for presentation to the branch [The Treasurer prepares the budget].

**Section 7.** The branch [Treasurer] shall set and maintain policies and procedures to control financial records consistent with generally accepted accounting principles and federal, state, and local laws. [The Treasurer initiates an audit with the Finance Committee at the end of the fiscal year].

## Treasurer's Duties in Articles IX, XIII, XIV, XVI, & XVII

### ARTICLE IX. OFFICERS.

**Section 1.** There shall be officers or co-officers to fulfill the functions of **Administration** Program, Membership, Public Policy, Finance [normally the Treasurer], Educational Foundation, and Communications.

**Section 2.** The elected officers shall be a President, or official representative, Vice Presidents for Program and Membership, Secretary and **Treasurer** or Secretary/ Treasurer.

**Section 3.** The appointed officers shall be Notable Women /Awards, Hospitality, Public Policy, Women's Issues/Book Group, Communications, Scholarship Fundraiser, Corporate Sponsorships, Historian, C/U Partner events with Indiana University of PA [and others as needed] [Treasurer collects monies associated with these appointments].

**Section 4.** Officers shall serve for a term of two (2) year or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.

**Section 5.** Elected officers shall be eligible to serve for two (2) consecutive terms in the same office. They may be nominated to serve more than 2 terms by a consent vote of the Board of Directors.

**ARTICLE XIII. ROTATION OF OFFICERS. Section 2.** The Vice President(s) for Membership and **Treasurer shall be elected in odd numbered years.**

**ARTICLE XIV. BOARD OF DIRECTORS** [Treasurer provides a financial report at these meetings]

**Section 3.** Meetings of the board shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

**ARTICLE XVI. MEETINGS** [Treasurer provides a financial report at these meetings as requested]

**Section 1.** There shall be at least four (4) general membership meetings each year.

**Section 2.** The general membership meeting held in May [has been held in June] shall be designated the annual meeting, the exact date, time and place to be determined by the board.

**Section 3.** The annual meeting shall be to conduct business including but not limited to **hearing officers' reports, reviewing the budget and the financial report**, electing officers, **establishing dues**, amending bylaws, and giving directions to the board.

**ARTICLE XVII. COMMITTEES** [Normally the Treasurer suggests appointments of the Finance committee in consultation with the President]

**Section 1.** Standing committees shall be in such areas as: Program, Membership, Public Policy, Awards, **Finance**, Foundation, Scholarship, Bylaws, and Communications

**Section 2.** **Standing committees shall be appointed by the President** for a term of two (2) years.