

C. TREASURER

1. Organization

a. Election procedures

1. Election of the Treasurer occurs on odd numbered years.
2. Election is by electronic or mail ballot prior to the Annual Meeting.
3. Term of office begins January 1 of the year immediately following the election
4. Length of office is two years, and is limited to two consecutive terms.

b. Responsible: The Treasurer is directly responsible to the President and to the Executive Committee.

c. Vacancy

1. If unable to complete his/her elected term, the Treasurer shall submit a written resignation to the President.
2. Dismissal is by action of the Board of Directors.
3. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to complete the unexpired portion of the term.

2. Operations

a. Meetings

1. The Treasurer shall attend the two Executive Committee meetings per year.

b. Duties and Responsibilities

1. Prepare an annual budget to be approved by the Executive Committee
2. Serve as chair-person of the Finance Committee
3. Disburse payments only upon approval of the Executive Committee
4. Keep a true and accurate account of all receipts and disbursements in a book which shall be the property of the Chapter
5. Submit a written report to the Chapter at the Annual Meeting and to the Executive Committee

6. Orient the incoming Treasurer.

c. Reimbursement

Expenses incurred for Section business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to the Executive Office (within 30 days), who then sends copies to the Treasurer.

d. Orientation of newly elected Treasurer

1. Orientation of the newly elected Treasurer shall take place between the close of the Annual Meeting where the election was declared and January 1 of the following year, and shall be conducted by the outgoing Treasurer,
2. Each newly elected Treasurer shall receive from the outgoing Treasurer a copy of the policy and procedure manual, all financial records and other materials as deemed necessary for the smooth transition of operations.