

SUBMITTED BY: JFS Chapter 2599

SUBJECT: Article VI – Financial Matters; Section 4

RATIONALE: This section applies specifically to the review of records maintained by the OCSEA secretary and more specifically to the review of expense records of the officers and board. There is a need to include specificity in this section to distinguish it from review of records maintained by chapters, district and assemblies in by-laws, Article IV, Section 6 in which the proposed change is to include providing members with copies of approved minutes and/or treasurers reports at the chapter, district and assembly level.

BE IT RESOLVED THAT ARTICLE VI OF THE OCSEA STATE BY-LAWS BE AMENDED AS FOLLOWS:

Article VI - Financial Matters

Section 1.

The Fiscal Year of this Union shall be from January 1 through December 31.

Section 2. Rebates

Rebates to Chapters, District Councils or Assemblies shall be paid on a quarterly basis as promptly as possible after the following requirements are met:

(A) Each Chapter, District Council and Assembly must be in active status as defined in Article VII, Section 7 of the State Constitution.

(B) A complete quarterly financial report including copies of all bank statements must be submitted to the Comptroller and must have all information requested as well as the proper signatures.

(C) Funds distributed to Chapters, Assemblies and/or Councils for rebates along with any other monies in the possession of the Bodies shall be deposited in Federally Insured Banks or Savings and Loan Institutions. Chapter, District Councils, or Assemblies shall adhere to the financial standards code of the International Union.

(D) The Comptroller shall be a signatory on every Chapter, District Council, and Assembly account along with the Chapter, District Council, and Assembly President and Treasurer. The comptroller's signature shall not be required to conduct regular financial business of the Chapter, District Council, and Assembly. Rebates to Chapters, District Councils or Assemblies shall be withheld if they fail to comply with this procedure.

Section 3. Audits

Committee Assign _____ Committee Recommend _____ Convention Action _____ Requires Majority Vote

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BE IT RESOLVED THAT ARTICLE VI OF THE OCSEA STATE BY-LAWS BE AMENDED AS FOLLOWS:

22 Upon notice to any Chapter, District Council, or Assembly, the financial records of such
23 Body shall be furnished to the Comptroller, who at least once during any two (2) year period,
24 shall audit each Chapter, District Council and Assembly financial records and report the results
25 of such audit to the Finance Committee and Board of Directors. The Comptroller shall complete
26 the audit within thirty (30) days. The audit report shall include the signature of the Secretary-
27 Treasurer.

28 Upon completion of an election or other change in the Office of President, Secretary
29 and/or Treasurer, the unaudited portions of the Chapter, District Council or Assembly records
30 shall be forwarded to the Comptroller's Office for audit. Said records shall be audited and
31 returned to the Chapter, District Council or Assembly Treasurer upon completion. Treasurer's
32 and/or Leadership Training shall be arranged by the State Secretary-Treasurer, if requested.

33 **Section 4. Review of Records Maintained by the OCSEA Secretary-Treasurer**

34 The Secretary-Treasurer shall cause an accurate accounting of all income and expenses to
35 be made on an annual basis and in conjunction with each regular meeting of the Board. Such
36 accounts shall be open for review by any member upon reasonable advance request.

37 The expense records of the officers and Board shall be open for review by a member,
38 provided an advance written request specifying the records and time periods to be reviewed is
39 submitted to the Secretary-Treasurer. Upon receipt of such request, the Secretary-Treasurer shall
40 make arrangements for the review during normal business hours and shall afford all persons
41 whose records are being reviewed with the right to be present during such inspection. Financial
42 or expense records shall not be removed from the union offices and copies may be made only

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BE IT RESOLVED THAT ARTICLE VI OF THE OCSEA STATE BY-LAWS BE AMENDED AS FOLLOWS:

43 with the consent of the officers or Board member involved. **Provisions pursuant to State By-**
44 **laws Article IV, Section 6(I) apply.**

45 **Section 5. Financial Transactions**

46 No loan shall be made to officers, agents or members of the Union and no business or
47 financial transaction involving an officer, agent, or employee of the Union, or their spouse,
48 children, parents or other family member, shall conflict with the fiduciary responsibility of such
49 persons to the Union.

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