

SUBMITTED BY: Delaware Chapter 2100

SUBJECT: Article X – Business, Section 3

RATIONALE: Because subordinate bodies are allowed to have more than just the President and Treasurer as signatories on the accounts by current language, but the OCSEA Comptroller and OCSEA Treasurer scold subordinate bodies during audits if someone other than the President or Treasurer signs a check. It is the subordinate body's discretion as to who can sign a check based on the Constitution.

BE IT RESOLVED THAT ARTICLE X OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

**Article X- Business**

**Section 1.** No Body business shall be conducted without a quorum present.

(A) A quorum for a Chapter shall be a majority of the Chapter's Executive Board Members.

(B) A quorum for a District Council shall be a majority of the Executive Board plus 35% of the active Chapters within the Council.

(C) A quorum for an Assembly shall be a majority of the Executive Board plus three (3) other delegates representing at least two separate Chapters of the Assembly.

**Section 2.** No funds shall be disbursed or expended without the prior approval of the Chapter, District Council, or Assembly or its Executive Board, and the vote duly recorded in the minutes of the meeting. All Chapter, District Council, or Assembly and executive board meeting minutes shall contain detailed motions and seconds and be presented at the next regular Chapter, District Council, or Assembly meeting for approval.

**Section 3.** All checks and financial reports shall be signed by the President and/or the Treasurer. Every check is required to have 2 signatures in order to be a properly written check. By motion and approval of the General Body, additional signatory(ies) may be added to the accounts. Any additional signatory of the Chapter, District Council, or Assembly may sign a check for payment or reimbursement in the absence of either the President or the Treasurer, but not both. Should either the President or the Treasurer be incapacitated, the Chapter, District Council, or Assembly shall designate an alternate to sign checks until the incapacitated officer resumes office or is replaced. Since the OCSEA Comptroller is on every subordinate body account, a check is valid with the OCSEA Comptroller's signature in lieu of the President and/or the Treasurer as long as there are 2 signatures on the check. By

Committee Assign \_\_\_\_\_ Committee Recommend \_\_\_\_\_ Convention Action \_\_\_\_\_ Requires Majority Vote

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BE IT RESOLVED THAT ARTICLE X OF THE OCSEA SUBORDINATE BODY CONSTITUTION BE AMENDED AS FOLLOWS:

- 24 ~~motion and approval of the General Body, additional signatory(ies) may be added to the~~  
25 ~~account(s).~~ At all times, financial accountability and reporting shall comply with provisions of  
26 OCSEA's State Constitution and State By-Laws.
- 27 **Section 4.** All Officers and Executive Board members shall be responsible for their actions in  
28 handling the Chapter, District Council, or Assembly's funds. Where any one (1) or more of said  
29 Officers and Executive Board members fails to properly handle Chapter, District Council, or  
30 Assembly funds, each shall be held fully accountable and must repay such improperly handled  
31 funds to the Chapter, District Council, or Assembly or to the Union's Comptroller.  
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