

SUBMITTED BY: State Board of Directors

SUBJECT: Financial Matters

RATIONALE: Section 5 – To permit the creation of a computer loan program

BE IT RESOLVED THAT ARTICLE VI, SECTION 5 OF THE OCSEA BY-LAWS BE AMENDED AS FOLLOWS:

1 **Article VI - Financial Matters**

2 **Section 1.**

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

4 **Section 2. Rebates**

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

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

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

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

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

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22 **Section 3. Audits**

23 Upon notice to any Chapter, District Council, or Assembly, the financial records of such  
24 Body shall be furnished to the Comptroller, who at least once during any two year period shall  
25 audit each Chapter, District Council and Assembly financial records and report the results of

26 such audit to the Finance Committee and Board of Directors. The Comptroller shall complete the  
27 audit within 14 days.

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

29 The Secretary-Treasurer shall cause an accurate accounting of all income and expenses to  
30 be made on an annual basis and in conjunction with each regular meeting of the Board. Such  
31 accounts shall be open for review by any member upon reasonable advance request. The expense  
32 records of the officers and Board shall be open for review by a member, provided an advance  
33 written request specifying the records and time periods to be reviewed is submitted to the  
34 Secretary-Treasurer. Upon receipt of such request, the Secretary- Treasurer shall make  
35 arrangements for the review during normal business hours and shall afford all persons whose  
36 records are being reviewed with the right to be present during such inspection. Financial or  
37 expense records shall not be removed from the union offices and copies may be made only with  
38 the consent of the officers or Board member involved.

39 **Section 5. Financial Transactions**

40 No loan shall be made to officers, agents or members of the Union **EXCEPT THE**  
41 **UNION MAY OFFER A COMPUTER LOAN PROGRAM** and no business or financial  
42 transaction involving an officer, agent, or employee of the Union, or their spouse, children,  
43 parents or other family member, shall conflict with the fiduciary responsibility of such persons to  
44 the Union.

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