

The following Council Bylaws amendment was approved at the Mid-Year Assembly General Membership Meeting in May 2008 (change is deletion of sentence, indicated in underlined, bolded red).

## **Bylaws Change #2**

### **ARTICLE V**

#### **SECTION 7**

It shall be the duty of the Treasurer to receive all monies due the Council and pay properly prepared vouchers for budgeted, approved and ordinary expenses of the Council. The approval process will include review of submitted vouchers by two uninvolved Executive Officers or one uninvolved Executive Officer and a Past President, and by passed motion at any Board of Trustees or General Membership meeting of the Council. The Treasurer shall have preeminent control over the handling of all monies of the Council and be responsible for the collection of all monies owed the Council. A detailed report shall be presented at each Board of Trustees meeting of all income and expenses since the last submitted report, including working balance on hand. The yearly report, including budget information, shall be available no later than the April meeting of the Board of Trustees. The following year's preliminary budget will be presented at the Spring General Membership meeting.

The Treasurer shall submit all records to the Council's Auditors no later than the first day of May of the following year. The Treasurer shall ensure that the tax return and all other financial reports are filed in a timely manner.

The Assistant Treasurer shall assist the Treasurer in executing the duties of the office of Treasurer. In the event the Treasurer is unable to perform the duties of the office, the Assistant Treasurer shall assume such duties. **"All bookkeeping associated with the The Gold Cross magazine shall be the responsibility of the Assistant Treasurer, and monthly reports of same shall be made available to the Treasurer at least two (2) days prior to any Board of Trustees or General Membership meeting."**

The Assistant Treasurer shall maintain the list and location of all tangible personal property of the Council (e.g. computers, fax machines, car, etc.).

The Treasurer or the Assistant Treasurer at the Treasurer's discretion shall be a non-voting ex officio member of the Annual Meeting and Symposium Committee and will handle all funds.

The fiscal year of the Council shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

Motion presented by Livingston First Aid Squad Inc. and approved by the Sixth District of the New Jersey State First Aid Council affecting Article V, Section 7.

Comments: Based upon general accounting principles and the advice of the Council's CPA auditing firm, there should only be one set of financial books for the organization. At the present time, there is no distinct set of books for The Gold Cross. Subscription information and payments are handled by the publishing company. The Council's Treasurer has asked that the Council's Bylaws be updated to reflect the true nature of the Assistant Treasurer's role.