



To: The Links, Incorporated, Tacoma (WA) Chapter
From: Bylaws Committee
Re: Report of the Bylaws Committee
Date: October 27, 2018

I. Meeting October 24, 2018 (Virtual) – All Committee Members

A. Officer/Committee Requesting Bylaws Change: Financial Officers, Link Sharon Freeman, Treasurer and Link Denise Robinson, Financial Secretary.

B. Change Requested: The Tacoma (WA) Chapter Bylaws be amended to include two additional financial officers: Assistant Treasurer and Assistant Financial Secretary.

C. Rationale: Financial officers are critical to the Chapter's financial operations and in ensuring the integrity of the Chapter's financial records and funds. Their responsibilities have increased over the years, making it difficult for one person to perform all the requirements of the position. The new positions will help current financial officers and assist with succession planning to ensure the Chapter has trained individuals to serve in these offices in the future.

D. The first reading will take place at the Business Meeting on October 27, 2018.

E. This request is supported by President, Frances Davis.

F. The Assistant Treasurer and Assistant Financial Secretary will be appointed by the President.

G. The Assistant Treasurer and Assistant Financial Secretary positions shall be bonded.

Proposed Language

New

The duties and responsibilities of the Assistant Treasurer are as follows:

- Collect money in the absence of the Treasurer from the Financial Secretary.
- Provide a report of collected money to the Treasurer.
- Assist in preparing of Form 300 to send to The Links Foundation, Inc. with the checks.
- Assist in preparation for the internal/external audits of financial documents.
- The Assistant Treasurer cannot sign checks or make bank deposits.
- Provide other assistance, as needed, by the Treasurer.

The duties and responsibilities of the Assistant Financial Secretary are as follows:

- Collect money in absence of the Financial Secretary.
- Support Financial Secretary with collection and receipt of money collected during a fundraiser.
- Prepare and provide receipts to members for money collected.
- Provide a report to the Financial Secretary reconciling money collected.
- Give collected funds to Treasurer.
- Assist in the preparation for internal/external audits of financial documents.
- Provide other assistance, as needed, by the Financial Secretary.

Respectfully Submitted,

The Bylaws Committee

Link Connie Lassiter

Link Kay Wilson Kirby

Link Joan Ray

Link Iris Williams West, Co-Chairman

Link Denise Robinson

Link Jay Riley

Link Stephanie Croom Williams, Chairman