

HD Jacobs Music Boosters

This document has been prepared for a first reading on 9/15/2020 of proposed bylaws changes that are recommended by the executive board. The proposed changes affect two areas of the bylaws - banking, and the executive board position of Secretary.

ARTICLE VIII – FINANCES

8.6 The treasurer shall be required to prepare a financial report at the close of each school year, and file ~~copies~~ a copy of the report with the President and Secretary. The annual financial report shall become part of the permanent record.

8.12 ~~Two signatures are required for each check written. Any two of the Treasurer, President or Secretary shall be required on all checks written for the organization.~~ All bank accounts shall have signature cards on file for the current President, Vice-president and Treasurer. The President, Vice-president and Treasurer shall all have separate credentials allowing access to the online banking system for all accounts.

ARTICLE IV – EXECUTIVE BOARD OFFICERS & OFFICER DUTIES

4.4 The Executive Board officers of the organization and their duties shall be as follows:

(f) Secretary: • **Shall record minutes of the general and Executive Board meetings and submit them to the ~~JMB website for public view.~~ submit them via email to the executive board, to be placed on the website for public view.** • ~~Shall retain the records, minutes and financial reports from all meetings, as well as a current membership list.~~ • **Shall assist the President and Vice President.** • ~~Shall maintain minutes for a period of (5) years as the property of the organization.~~ • **Shall assist in any Music Department Special Events, Open Houses, Fundraisers, etc.** • ~~Shall be responsible for communication with the general membership as directed by Executive Board.~~

Explanation

Our bylaws currently only allow funds to be withdrawn by check, and require two signatures on every check. This prevents us from directly using any electronic payment methods. Also, modern banking practices do not actually honor the two-signature requirement on the checks - it is really only an internal control for us against fraud/embezzlement.

Because two-signature checks are no longer supported by the banking world, we are recommending removal of this requirement from the bylaws. In its place as an internal security protection against fraud and embezzlement, we recommend a requirement that the president, vice-president and treasurer each have their own login for the online banking system. All withdrawals from our accounts would be visible to more than one person. This built-in transparency would be our new protection against fraud/embezzlement, in place of requiring a

two-signature check as the only way to withdraw funds. This will make it easier for the treasurer to issue checks, and be able to use electronic payment systems.

Also in the same section, the people listed who should have signatures on our bank account says president, treasurer and secretary. With the addition of the vice-president position to the executive board in 2019, the intention was for the president, vice-president and treasurer to be the signatures on the bank account. The bylaws should be changed to reflect that.

The description of the duties of the Secretary does not accurately reflect the recent and current functions of the position. The reasons for these changes are 1. the secretary doesn't need to interact with the back end of the website. 2. the secretary hasn't been keeping a binder of archives for a while - the president has been keeping the binder, so this duty should be moved to the responsibilities of the president. 3. We don't keep a membership list - just a list of the executive board members. Each year we develop a mailing list, but that is just for emails. 4. The president has been the primary communication person for a while - this duty should be moved to the responsibilities of the president.