



BYLAWS of PASMA

A California Nonprofit Organization

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PASMA BYLAWS

ARTICLE I - NAME

This organization shall be known as Public Agency Safety Management Association, hereinafter referred to as PASMA. It is a California based association of public entities. PASMA consists of two chapters, North Chapter located in Northern California and South Chapter located in Southern California.

ARTICLE II - PURPOSE

Section 1 - General

PASMA is organized and is operated exclusively for charitable, educational, and scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended.

Section 2 - Operation of the PASMA

The organization will at all times be operated exclusively for the benefit of or to carry out the purposes of PASMA, a California non-profit organization, composed of geographical Chapters created, designated, and approved by PASMA. The Executive Board or the "Board" for each Chapter will be voted on by the membership to carry out the organization's purpose and mission. Primary purposes for which PASMA is organized may include, but not limited to, the following:

1. Training and education
2. Safety and Health/Legislative/Regulatory updates
3. Newsletters, tools, and online resources
4. Networking with risk and safety professionals
5. Affiliate participation
6. Annual Safety and Health Workshop
7. Leadership roundtable

ARTICLE III - MEMBERSHIP

Section 1 - Two Classes of Members

PASMA shall have two classes of members: Regular Members and Affiliate Members. The designation of such classes and the qualifications and rights of the members of such classes are set forth below.

Regular Membership

This membership is open to all current and retired employees of public agencies who are interested in the field of safety or risk management. Regular memberships are limited to individuals only and additional individuals within the same organization will need to pay the guest fee. Regular memberships are not transferable.

Group Discount

PASMA offers a discounted rate for a group of regular members from the same public agency.

Affiliate Member

Affiliate members include safety vendors, contractors, consultants, and non-public agencies who share an interest in the field of safety or risk management. Affiliate Members are not eligible to hold office or vote. This membership is for one representative and additional individuals within the same organization will need to pay the guest fee.

Section 2 - Privileges

Each member in good standing shall have the privilege of participating in all activities of the Chapters, receiving materials, chapter minutes, and having access to the member's only section of the PASMA website. Each Regular Member shall have the privilege of running for office, voting, and participating in Chapter committees as assigned by the Board.

Section 3 - Obligations

Each member is expected to demonstrate a continuing interest in the goals, objectives, mission, and activities of PASMA. Such interest may typically be demonstrated by, but is not limited to:

- Attendance at meetings;
- Participation in Chapter sponsored activities; and/or
- Participating in Chapter sub-committees.

Section 4 - Voting Rights

Only Regular Members shall be entitled to one vote on each matter presented for a vote. Affiliate members are not entitled to vote.

Section 5 - Membership Admission

PASMA shall be a membership association. Admission to the membership shall be accomplished by submitting a membership application and a non-refundable payment of annual dues to the Chapter Treasurer. Members in good standing will be placed on the Chapter active membership roster.

Section 6 - Membership Dues

All membership dues shall be set by the Board and approved by the Chapter members. Any approved changes to the dues will not take effect until the following year. Non-refundable membership dues are payable by January 31st of each year. Membership is valid for one calendar year, January 1 through December 31. Membership dues will not be prorated or transferred for any reason. Members attending the second or subsequent meeting of the year who have not paid the yearly membership dues will pay the guest fee based on the membership type. However, the Board, in its sole discretion, may waive the membership dues or guest fees on a case by case basis, in the event of services rendered, hardship, or other extenuating circumstances. Each Chapter shall be responsible for the collection of dues for membership of their Chapter members and maintaining their own separate bank account. Paid members may be eligible to receive additional discounts on conferences and workshops. Board

members will receive a complimentary membership for the period of time they are serving in office.

Section 7 – Resignation

Any member may resign by notifying the Board’s Secretary of the Chapter by mail or email in order to update association records. Such resignation shall not relieve the resigning member of the obligation to pay any dues, assessments or other charges accrued and unpaid. A resigned member may not transfer their membership to a substitute or a representative.

Section 8 - Termination

Membership and/or specific membership rights may be suspended or terminated if a member does not pay the required membership dues, in full, by the due date established by the Board, or pursuant to other procedures established by the Board. In addition, the membership of any member may be suspended or terminated at any time for just cause, by the affirmative vote of a majority of the Board, whenever in their judgment the best interests of PASMA would be served. Membership dues are not refundable.

Section 9 - Reinstatement

Any member who resigns, or otherwise discontinues their membership, shall be eligible to apply for reinstatement by submitting a new membership application and dues for membership.

ARTICLE IV - MEMBER MEETINGS

Section 1 - Regular Business Meetings

PASMA shall hold at least six meetings each year. Guests will be charged a fee for attending meetings. The guest fee will be suggested by the Board and ratified by the voting membership. Substitute for a paid regular member is not allowed.

Section 2 - Annual Conference

A conference shall be planned, at minimum, on a biennial basis by each Chapter. The Board shall meet at the conference to discuss PASMA business. Board members will be reimbursed by their respective Chapter’s for expenses up to one night’s lodging, per diem, and actual travel costs. Reimbursement shall be based on the federal government rate for the meeting location. Board members are expected to obtain reasonable rates available for travel and lodging.

Section 3 - Special Meetings

Special meetings of the members will be called at the request of, (a) any two Officers, or (b) five voting members.

Section 4 - Notice

Notice of the time and place of all meetings shall be given to all members at least one week prior to the meeting. Notice shall be sent to the last known address, or e-mail, or fax, or location, and/or telephone number of each member as it appears in PASMA’s membership records. Such notice may be included as part of a newsletter, magazine or other association publications. Also meeting information may be posted on Website.

Section 5 - Quorum

In any meeting fifteen members plus two board members present at Chapter meetings shall constitute a quorum for transaction of Chapter business.

Section 6 - Majority Rule

Action shall be determined by the majority present at the meeting, with each regular individual member is limited to one vote.

ARTICLE V - OFFICERS

Section 1 - Officers

The minimum number of officers shall be five (President, Vice President, Secretary, Treasurer, and Member at Large) per Chapter.

Section 2 - General Powers

The affairs of each Chapter shall be managed by its Board. It shall be the Board's duty to carry out the objectives and purposes of PASMA, and to this end the Board may exercise all powers of PASMA given by its members. Those powers can include: Signing of contracts for meeting arrangements and speakers, using association funds for the purpose of advertising, publications, and managing PASMA. The Board shall be subject to the restrictions and obligations imposed by law and as set forth in the Bylaws.

Section 3 - Election and Term of Office

PASMA Board members shall be elected annually by the voting members. The election and balloting shall be completed in October/November and the results announced in December. No campaign expenses shall be incurred for the preparation, copying, or mailing of any candidate statements or endorsements. No such literature shall be included with any ballot. New officer positions may be created and filled at any meeting by a quorum of members, as appropriate.

Each board member shall hold office for one year and until their successor has been elected and qualified. The term of the office of each of the officers shall commence on the first day of January of each year and shall end on the last day of December. Board members may serve no more than four consecutive years in any one position. A board member must also be a member in good standing. The immediate Past-President of PASMA, if not otherwise elected as a Board member, shall serve as a Member-At-Large for up to one year, or as needed, following the expiration of the term as President.

Section 4 - Votes to Elect

A plurality of votes cast by Regular Individual members shall elect the board members. Ballots shall be sent to the contact designated by the Nominating Committee of each Chapter for counting. Electronic or facsimile submission of ballots shall be acceptable with proper authentication controls.

Section 5 – Removal

Any Board member may be recommended for removal from Board member position for cause by a majority Board vote whenever in their judgment the best interests of the Chapter would be

served. That recommendation shall be approved by a vote of the quorum of Regular Individual Members present at a Chapter meeting.

Section 6 - Vacancies

A vacancy in any elected Board member position because of death, resignation, removal or otherwise, may be filled as follows:

1. If a vacancy occurs in the position of a Chapter President, the Chapter Vice-President shall ascend to that office, upon approval of the remaining Chapter Board Members.
2. If a vacancy occurs in the position of the Chapter Vice-President, Chapter Secretary or Chapter Treasurer, the Chapter Board Members shall recommend a replacement to that Chapter position and have that recommendation approved by a vote of the quorum of Regular Individual Members present at a Chapter meeting.

Section 7 - President (See Appendix E for duties)

The President shall be the principal Board member of the Chapter and shall in general oversee and lead all PASMA business and affairs. The President shall preside at all meetings of the members and of the Board. The President also shall oversee various activities, including advertising and promoting PASMA, and other official business. The President must approve all correspondence and publications of PASMA. The President, or their designee, may sign contracts and other instruments. In general, the President shall perform all duties related to the position of the President as may be necessary. The President shall appoint sub-committees and chairpersons necessary to implement the objectives of the Chapter.

Section 8 - Vice President (See Appendix E for duties)

The Vice President shall perform all duties assigned by the President. In the absence of the President or in event of his/her inability or refusal to act as determined by the Board, the Vice President shall perform the duties of the President. When performing such duties, the Vice President shall have all the powers of and be subject to all the restrictions upon the President.

Section 9 - Treasurer (See Appendix E for duties)

The Treasurer shall have charge and custody of and be responsible for all funds, receive and give receipts for monies due and payable to PASMA, and deposit all monies in the name of PASMA in designated financial institutions. The Treasurer performs all duties of the position of the Treasurer and other duties as assigned by the President.

1. Collect membership, conference and other fees and to distribute funds as directed by the Board.
2. To maintain all records of collection and disbursement of funds.
3. Carry out all general banking duties (deposits and check writing) and processes as required by bank for Chapter account and report to Board members and general Chapter membership on an annual basis or as deemed necessary.
4. All financial records, including checkbooks, ledgers, deposit slips, PO Box key, etc. must be passed on to the subsequently elected Treasurer.

Section 10 - Secretary (See Appendix E for duties)

The Secretary shall schedule Board meetings, keep the summaries and action items for all meetings and forward them to the Board members for review and approval after each meeting.

The Secretary shall be the custodian of PASMA records and in general perform all duties assigned by the President.

Section 11 - Member-At-Large

The immediate Past-President of PASMA, if not otherwise elected as a Board member, shall serve as a Member-At-Large for up to one year, or as needed, following the expiration of the term as President. If the past president is elected as a member of the Board, the President may appoint a regular member, preferably a past-president, to serve as a Member-At-Large. The Member-At-Large will assist the newly elected President in their duties because of their past experience as President. They shall be considered a Board member with a right to vote.

Section 12 - Public Relations Administrator

Public Relations Administrator is appointed by the Chapter President and approved by the Board. Duties may include assisting the Board with marketing efforts, maintaining historical information, communicating with the Website Administrator, hired by the Board as an independent consultant, and other duties as assigned. This is an appointed position and is a non-voting member of the Board.

ARTICLE VI - BOARD MEETINGS

Section 1 - Annual Chapter Board Meetings

An annual meeting of the Chapter Boards will take place at a mutually agreed location or via conference call. Additional meetings may be held with approval of the North and South Boards.

Section 2 - Board Meetings

Board Meetings may be called by or at the request of the President or Board members at a place approved by the Board. Meeting notifications will be provided at least a week before the meeting by the Board Secretary. Expenses for that meeting will be paid for by PASMA. The expenses may include meals, equipment rental, space rental, and other items and services as needed for Board business.

Section 3 - Quorum

A majority of the voting members of the Board shall constitute a quorum for the transaction of business at any Board meeting. If less than a majority of the officers are present at said meeting, they may adjourn the meeting from time to time without further notice.

Section 4 - Manner of Acting

The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these bylaws.

Section 5 – Compensation

Officers as such shall not receive any stated salaries for their services nor are considered an employee of PASMA.

Section 6 - Informal Action by Board Members

Any action required by law to be taken at a meeting of officers, or any action which may be taken at a meeting of officers, may be taken without a meeting if a consent in writing, setting forth the action is taken and is signed by all of the Board members.

Section 7 - Meetings by Telephone, Electronic or Wireless Communication

Members of the Board or any sub-committee designated thereby may hold or participate in a meeting of the Board or such committee by means of conference telephone or similar communications equipment provided that all such persons so participating in such meeting can hear each other at the same time, or have access to all electronic correspondence and communiqués.

ARTICLE VII - COMMITTEES

Section 1 - Designation of Committees

The President may create and appoint Standing Committees and Special Committees (ad hoc) and designate a Chair to serve on Committees to assist in the conduct of PASMA's affairs. The Board may create and appoint other committees, to assist and/or advise the Board in the governance of PASMA; provided, however, that such committees shall not have and may not exercise any of the powers and authority of the Board.

Section 3 - Nominating Committee

There shall be a Nominating Committee appointed from each Chapter consisting of two or more regular individual members from the Chapter. The Nominating Committee is responsible for accepting nominations to prepare the slate of candidates for election to the Board. No candidate running for office shall be involved in any way in the election process. Nominations from the floor shall be accepted during each Chapter's business meeting held immediately prior to the distribution of Chapter ballots by the Nominating Committee, thus allowing those names to be placed on the Chapter ballot. If no nomination is received for a Board position, the Nominating Committee will extend the nomination process.

Section 4 - Members

Committee members shall be active members of PASMA and shall be selected by the President, or by the Chair of such committees.

Section 5 - Term

The term of the Chair of each Committee and the members of each Standing Committee shall run concurrently with the term of office of the Officers of PASMA. The "Term of Service" for a member of a Special Committee shall begin upon election. It continues until the individual is replaced, recalled, or until the committee is discharged.

Section 6 - Committee Powers, Rights, and Duties

The powers, rights, and duties of each committee are provided by the motion creating them. A committee has the power to appoint subcommittees of its own members to which it may delegate authority. Subcommittees are directly responsible and report only to the committee that created them.

Section 7 - Removal

The members of a committee may be removed or replaced by the President, Committee Chair or by the body that appointed the committee.

ARTICLE VIII - RULES, POLICIES, AND PROCEDURES

Section 1 - Rules

The membership may adopt rules to establish direction for PASMA not addressed by the law or Association Bylaws. Membership may give authority to the Board for the management of the affairs of PASMA. Rules may be altered, amended, or repealed by the membership at any Regular or Special meeting, provided the change has been presented at a previous meeting of the membership. This rule may be waived by a majority vote of the membership at the meeting at which a policy change is presented.

Section 2 - Policies

The membership may adopt policies for PASMA not addressed by the law or Association Bylaws. Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented.

Section 3 - Procedures

The membership may adopt procedures and guidelines for PASMA not addressed by the law or Association Bylaws. Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the membership. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented.

ARTICLE IX - FINANCES

Section 1 - Fiscal Year

The fiscal year of PASMA shall be January 1 - December 31 but may be changed by resolution of the Board.

Section 2 - Signing Officers

The four designated Chapter Officers to have financial signing authority for PASMA Chapter shall be: President, Vice-President, Secretary, and Treasurer.

Section 3 - Contracts

Within reason and approved by a majority vote by the members, the Board is authorized to enter into any contract or execute or deliver any instrument in the name of and on behalf of PASMA. Such authority may be general or confined to specific instances.

Section 4 - Checks and Drafts

All checks, drafts or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of PASMA shall be signed by such officer or officers or such agent or agents of PASMA and in such manner as shall be determined by the President.

Section 5 - Deposits

All funds of PASMA shall be deposited to the credit of PASMA in such banks, trust companies, or other depositories as the Chapter Board may select.

Section 6 - Gifts

The Board may accept on behalf of PASMA any contribution, gift, bequest or devise for the general purposes or for any special purpose of PASMA.

Section 7 - Power to Waive

The Board may cancel or waive payment of any dues or other indebtedness of a member for any period.

Section 8 - Conference Costs

Dues can be used to support conference costs. The Chapter hosting the Annual Conference may seek funds from a non-host Chapter Treasury upon approval of the non-host Board for conference costs. The non-host Chapter Treasury shall be reimbursed by the Host Chapter from the fees charged for the conference. Annual conferences should be self-sufficient and any funds earned from the conference costs shall also be deposited into the respective PASMA Chapter Treasury.

Section 9 - Conference Discounts

At the advice of the conference committee and authorized by the Board a conference discount may be uniformly applied to group attendees for the same agency. Consideration will be given to a tier discount/ pricing for more than one participant from the same agency.

Section 10 - Use of Funds

All funds received by the Chapter from membership dues and fees and conferences shall be used for normal operating expense, personal development conferences and workshops, speakers, attendance expenses to CAL/OSHA hearings and other reasonable costs necessary to provide services to PASMA. The Board will, through the members of PASMA, dispense these funds. The chapters may share in the expenses of each providing it is beneficial to both chapters as approved by both South and North Chapter Boards.

ARTICLE X - WEBSITE

PASMA may contract with an individual for developing, maintaining, and administering the PASMA Website. The Website will have a general public section consisting of PASMA Bylaws, membership forms, and meeting information. The website will have a members-only section, consisting of membership lists, events calendar, meeting summaries, and other items as determined by the Boards. Upgrades to the website will be instructed and approved by the Boards for the benefit of the organization.

ARTICLE XI - RECORDS

PASMA shall keep financial and meeting records. Changes that are voted on by the members and/or the Boards, as well as action items, will be recorded and maintained by the Secretary. The Secretary shall keep and maintain a record with the names and addresses of all members, as well as perform all functions outlined in Appendix E of this document. Any active member may inspect PASMA's financial records upon request. A laptop computer, scanner, data storage drive, and printer will be provided by the chapter for the recording and storage of records. Records and computer equipment of PASMA shall remain the property of PASMA and shall be returned to an officer of PASMA upon request or transfer of duties.

ARTICLE XII - LIMITATION OF LIABILITY

No officer or member shall make or incur any debt or liability in the name of his or her Chapter or in its behalf or for its interest, except as duly authorized by the membership or Board of said Chapter to do so. No employee/employer relationship is created between any member and PASMA. All officers and members are deemed to be volunteers in their Association activities. General Liability insurance shall be authorized and maintained by the organization in the amount no less than \$1 million.

ARTICLE XIII - AMENDMENTS OF BY-LAWS

The by-laws may be amended by Article, with concurrence by both Chapters of PASMA at any time, by means of a two-thirds vote at each respective Chapters meeting by Regular members present. Amendments shall take effect upon adoption.

ARTICLE XIV - REIMBURSEMENT FOR TRAVEL EXPENSES

An officer or a member approved by the Board to travel for PASMA-related business will be provided funds or reimbursed for reasonable travel expenses as approved by the Board.

ARTICLE XV - IRS EXEMPT STATUS REQUIREMENTS

This association is organized exclusively for Safety Networking, Training and Educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Articles, PASMA shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or any corresponding future U.S. Internal Revenue law) or (b) by Association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or any corresponding future U.S. Internal Revenue law).

Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of PASMA is located,

exclusively for such purposes, or to such association or associations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XVI - REVISION HISTORY

Revisions approved and accepted by voting regular individual members.

PASMA South Chapter - July 12, 2018

PASMA North Chapter - August 7, 2018

APPENDIX A:

E-MAIL LIST AND COMMUNICATION POLICY

Responsible Party: Chapter Secretary

Target Audience: All Chapter members with e-mail access

All notices, advertisements, and other communications approved by the Board will be sent via email to active members by way of “blind carbon copy” (bcc) by the Secretary.

Under no circumstances will the member information list be provided to anyone without prior approval of the Board.

APPENDIX B:

WEBSITE PROMOTIONAL USE POLICY

Responsible Party: Public Relations Administrator

Target Audience: General Public and Active Members

Available to: General Public and Active Members

1. PASMA will accept Board-approved safety-related communications, i.e. safety job postings, for inclusion on PASMA website (<http://www.pasmaonline.org>).
2. The Public Relations Administrator shall ensure that advertisements are removed from the Chapter website at the end of the specified period (generally one month unless otherwise specified by the Executive Board).

APPENDIX C:

MEETING DUES AND FEES

Responsible Party: Chapter Treasurer

Audience: General Public, Members, and Guests

Available to: All Organizations

Fees: Each Chapter will determine by a majority vote from its general voting membership the amount to be charged to attend meetings, conferences, and workshops. Also the charge for each category of membership will be determined by the Board and authorized by the general voting membership. The current fee structure and authorized fee charges will appear in the minutes of the meeting authorizing the fees and will appear on meeting announcements and membership forms.

APPENDIX D:

DUTIES OF EXECUTIVE BOARD MEMBERS

CHAPTER OFFICER POSITION DESCRIPTIONS

Board Member duties and time commitments can vary. The position descriptions below and estimated time commitments are examples and can be modified.

President

Term of office: One Year (12 months).

Qualifications:

Must be a current PASMA member in good standing.

Must have been a PASMA member in good standing for at least one year prior to election.

Must be a current or a retired public agency employee in Risk and/or Safety field.

Responsibilities:

Must review the Bylaws prior to taking office.

Provide direction to the Chapter that is consistent with the Chapter's Bylaws.

Chair Board Committee meetings.

Appoint standing committee members to special committees (i.e. conference committee) as needed.

Appoint a minimum of one member to the Chapter Nominations and Elections Committee.

Represent the chapter in North – South Regional Committee meetings and conferences.

Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter.

Coordinate activities to achieve organizational goals.

Review Chapter Bylaws to ensure they are consistent with the organization.

Ensure an orderly transition and transfer all position records to the succeeding President.

Peripheral Duties and Suggestions:

Delegate wherever possible.

Review and approve speakers.

Recognize officers, volunteers and members for their participation.

Conduct meetings to allow time for networking as well as adequate time for speakers.

Distribute information to members as necessary.

Average Monthly Time Commitment: up to 15 hours per month plus travel and attend periodic Board meetings.

Vice President

Term of office: One year (12 months)

Qualifications:

Must be a current PASMA member in good standing.

Must have been a PASMA member in good standing for at least one year prior to election.

Must be a current or a retired public agency employee in Risk and/or Safety field.

Responsibilities:

Must review the Bylaws prior to taking office.

In the absence of the President, serve as the Acting President.

Attend General Meetings and Board Meetings.

Supervise the activities of all assigned committee(s).

Supervise the public relations activities.

Perform other duties as assigned by the President or the Board.

Assist the President and the Board with planning the upcoming chapter year.

Assist the President and the Board in completing the Chapter Operations (organizing presenters and workshop), Conference, and Bylaws reviews.

Ensure an orderly transition and transfer all chapter records to the succeeding Vice President.

Average Monthly Time Commitment: up to 15 hours/month plus travel and attend periodic Board meetings.

Secretary

Term of office: One year (12 months).

Qualifications:

Must be a current PASMA member in good standing.

Must have been a PASMA member in good standing for at least one year prior to election.

Must be a current or a retired public agency employee in Risk and/or Safety field.

Responsibilities:

Must review the Bylaws prior to taking office.

Maintain and retain all chapter files, including minutes and correspondence.

Issue notices of all chapter meetings and functions (can be accomplished via e-mail, newsletter, or other means).

Attend General Meetings and Board Meetings

Record and distribute action items/minutes of all Board meetings to Board members (it's optional to send minutes to Board electronically)

Generate and maintain attendance records and action items for chapter meetings

Forward copy of approved items to website administrator for posting

Ensure gifts are available for presenters

Ensure raffle tickets and raffle gifts are available at Chapter meetings.

Assist President in completing the Chapter Operations

Act as monitor of all deadlines to ensure follow up and completion of action items

Ensure orderly transition and transfer of records to succeeding Secretary

Maintain updated insurance forms

Average Monthly Time Commitment: up to 15 hours/month plus travel and attend periodic Board meetings.

Treasurer

Term of office: One year (12 months)

Qualifications:

Must be a current PASMA member in good standing.

Must have been a PASMA member in good standing for at least one year prior to election.

Must be a current or a retired public agency employee in Risk and/or Safety field.

Responsibilities:

Must review the Bylaws prior to taking office.

Maintain and supervise the receipt and disbursement of funds.

Establish and manage funds in an approved depository.

Provide Treasurer's report at Chapter meetings.

Prepare chapter operating budget for the fiscal year.

Share opinions on the chapter financial position as an elected officer.

Present reports regarding current and long-term chapter finances to the Chapter Board Committee.

Maintain and Update Records:

Obtain signature cards for incoming officers and return to the bank.

Transfer financial records from outgoing Treasurer to incoming Treasurer.

Maintain current year financial records.

Maintain chapter financial records to pass on to the succeeding Treasurer.

Retain files of bank statements, canceled checks, invoices, and vouchers.

Keep and update a ledger of payments and receipts.

Deposit Chapter funds.

Prepare the Annual Financial Report and send to the Board to review prior to forwarding to PASMA North.

Attend General Meetings and Board Meetings.

Retain attendance records for chapter meetings.

Ensure President has current bank account information.

Maintain bank account security (passwords, etc.)

Ensure authorized signatories are updated at the bank. The following is required:

- President, Treasurer, and one current authorized signatory must go to the bank together and have their driver's license available.
- Current chapter meeting minutes reflecting change in Board members.
Treasurer should ensure bank form reflects two signatories who are current Board members and keep copy of updated bank form.

Issue Reports:

Issue monthly treasurer reports and update members.

Issue Chapter Dues and communicate changes to members.

Average Monthly Time Commitment: up to 15 hours/month plus travel and attend periodic Board meetings.