



# Nursing Students' Association of New York State

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P.O. Box 1156, New York, NY 10159-1156 ♦ www.nsanys.org

## *The Treasurer shall*

- a. Act as guardian of the organization's funds and prepare an annual budget and present it for approval by the Board of Directors.
- b. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
- c. Arrange with previous treasurer an official audit.
- d. Submit two names of certified public accountant at the first Transition meeting to the outgoing treasurer who shall with board approval decide on one of the elected board choices.
- e. Secure and maintain throughout term of office Employer Dishonesty Bond insurance through accredited New York State Insurance Incorporation in the minimum amount of fifty thousand dollars (\$50,000.00). Proof of Insurance will be provided to all Board members along with copy of contract. Original copy should be maintained by the President during term of office, and will be submitted to Secretary along with all other documents at end of term as in accordance to Article VII section 6, titled Transition meeting.
- f. Establish and secure all banking accounts and ensure that all accounts under the corporation name of NSANYS must have at minimum two signatures with no attached credit or debit cards.
- g. See that a detailed annual financial report (i.e. previous year and year-to-date) be prepared and presented in writing to all constituent associations at the annual meeting convention.
- h. Furnish to the chairman of the tellers not less than two hours before the opening of the polls, a list of delegates and alternates entitled to vote at the annual meeting.
- i. Recommend to membership at annual membership meeting the maximum spending a board member may spend for NSANYS expenditures without prior board approval known as 'petty cash', Treasurer shall request motion from the membership to accept recommended amount. After motion is made and seconded the president will then open it up for discussion. This motion will require only a simple majority to pass.
- j. The treasurer shall make no attempt or permit the person or any title position or any member of elected officers or board member from engaging in any attempt or any activity to bypass financial safeguards established in bylaws. This includes but not limited to credit cards, ATM cards, and Personal loans.
- k. Elected officers may for the purpose of NSANYS, function, with the expressed permission of the board purchase a prepaid debit card (example: American Express Gift Card). If card is to be handed off to any elected officer that elected officer is to give treasurer a received receipt with the amount expressed on the card. When purpose of the card has been met any remaining monies must be returned to treasurer who will deposit any and all remaining funds back into the checking account. This should happen as soon as possible but no later than two months. Any debits from the card must be accompanied by receipts to be handed



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in to the treasurer. The treasurer will record and present copies to the Secretary and President. Upon acceptance of receipts by board the Secretary and the President will make this part of their records. Treasurer will be required to give receipt to elected board member upon receiving debit card. All transaction must be recorded in financial report.

1. Perform all other duties as designated.