

AMENDMENT TO BY-LAWS

Elizabethtown, Kentucky
July 18, 2013

Amendment No. 32

ARTICLE IV – ELECTION OF DIRECTORS AND OFFICERS

Section III The Board of Directors so elected in the manner prescribed above, shall elect a president, vice-president, secretary, and treasurer at the first meeting after the directors assume office. The officers so elected shall be from the memberships on the Board, with the exception of the offices of secretary and treasurer, and shall serve on the executive committee.

Section V The President, Vice-President, Secretary, and Treasurer should be from different KASCOE districts.

ARTICLE V – OFFICERS

Beginning with the 2014 Election of Officers, the offices of the Secretary and the Treasurer shall be separate. The duties of each shall be as outlined in Section III.

Section III The secretary shall conduct the official correspondence of the association which shall include NASCOE, Officers, Directors, and STO. The secretary shall issue letters, correspondence on upcoming meetings and conventions for written invitations, and assist with conventions and directors meetings. The secretary shall issue membership correspondence and any other needed information to all members and associate members. The secretary shall issue written notice of election and conduct the election process for nominations and ballots by mail to members as directed per by-laws. The secretary shall keep an accurate record of regular and special business meetings. He/she shall work with the treasurer and perform such other duties as prescribed by the Board of Directors.

The treasurer shall collect and disburse all money subject to the approval of the Board of Directors. The treasurer shall have the responsibility of receiving dues from members. The treasurer shall complete deposit of all

monies received, and shall complete the payment of all bills and travel. The treasurer shall reconcile bank statements, and shall give accurate financial report at all regular called meetings. The treasurer shall assist with conventions and directors meetings. He/she shall work with the secretary and perform such other duties as prescribed by the Board of Directors.

SEPARATION OF DUTIES

KASCOE

Secretary:

Correspondence to NASCOE, Officers, Directors, STO

Assisting with Conventions and Directors Meetings

Work with Treasurer

Membership Correspondence

Take and Submit Minutes of all Meetings

Issuing letters, correspondence on upcoming meetings and conventions for written invitations

Issuing information to all members and Associate members

Election Process for nominations, ballots, mailings to employees

Treasurer:

Payment of all bills and travel

Financial Reports

Deposits of all monies received

Assisting with Conventions and Directors Meetings

Bank Statements-reconciling

Work with Secretary