



WRSSAR

Board of Trustees Annual 7A2s

➤ **Quorum at WRSSAR Board Mtg:**

WRSSAR Board Meeting: Quorum = 5 officers/trustees

WRSSAR Voting Officers:

There are a total of 18 voting officers in the WRSSAR: 9 Trustees, President, 1st VP, 2nd VP, Secretary, Treasurer, Registrar, Historian, Genealogist, and Chaplain.

At the OHSSAR: Who can officially vote at OHSSAR meetings?

OHSSAR Board Meetings: WRSSAR President & Secretary

At OHSSAR annual Meetings: Any local member in good standing

WRSSAR Annual Meeting: Quorum = 10 members in good standing

WRSSAR Annual Meetings must vote on officers and be held between Veterans Day and December 20th. Nominations for elective officers and elective members of the Board of Trustees shall be made by a Nominating Committee appointed by the President, but additional nominations may be made from the floor. Nominees shall be elected by a majority vote of the members present and officers serve from election until the next election. We do not allow for Proxy voting. However, if a member submits a written or oral 'vote' to any issue under consideration at the annual meeting, it shall be accepted and his name counts towards quorum. The vote is recorded and it represents his presence at the meeting. These votes may occur via letter, email, skype, phone or any other commonly accepted form of communication.

The same person cannot hold the position of Treasurer and President since that combination of positions would allow the person access to both our Investment account and our general funds. He could potentially transfer funds from the investment account to the checking account and then steal those funds. The Consolidated Funds Chairman/President cannot write any checks they can only authorize the firm to transfer funds from Cons Funds to General Fund where a check can be written.

A special meeting may be called by the Board if requested by 5 members and lead by the President.

➤ **Payments:**

The WRSSAR will accept payment via cash, check or credit card for all events, dues renewals and even life membership payments. The treasurer shall try to use the least expensive CC processor but the fee that they charge is simply the cost of doing business and we will not make the members pay that fee. It is more important to keep our members happy with good customer service.

➤ **Life Membership Information**

Buy-in the current buy-in for a WRSSAR life members in \$1,000. The Board may vote to change this at any time. The Board has approved payment via cash, check or credit card. But, the payment must be made in full during the same fiscal year! (No buying over time permitted).

Effective 1/1/2015, new WRSSAR Life Members will no longer receive a free NSSAR grave marker upon their death. The markers have become too expensive and our current buy-in price already only covers less than 16 years of payments. Any life member prior to 1/1/15 may have the least expensive NSSAR grave marker ONLY upon request of a family member. We will no longer offer the marker automatically, but, we will honor a request for one.

Effective 10/5/17 – ALL life members are required to provide the WRSSAR with their current contact information and update that information as needed. On the 4th of July, every presidential election year, the treasurer will contact all Life members via USPS to ask them to confirm their contact information. A 2nd letter will be mailed to those who haven't responded by election day. An email will be sent on January 1st and a phone call will be made on 4/15 of the year following the Presidential Election. If after 2 letters via USPS, 1 phone call and 1 email, the life member has not responded, the Registrar is authorized to "drop" that member from the next NSSAR dues renewal process. The account should be noted as "unknown address". If possible, an internet search or some other more advanced search should be conducted prior to dropping them if possible.

➤ **Contests and SAR awards**

No chairman or officer over any SAR contest or award program may meet with a participant alone; all correspondence between contest participants and SAR officers/chairman must contain a CC to the participant's: coach, teacher, parent or administrator. If none of those emails are known, the SAR officer must CC the current WRSSAR President. No SAR officer or chairman may offer a ride to a contest/award participant regardless of whether or not a parent rides with them. All of these policies serve to shield the officer/chairman from any accusations of preferential behavior, accepting bribes, general liability and any potential charges of inappropriate behavior.

➤ **Governance Documents:**

Officers are expected to read and agree prior to the 1st BD meeting of their term to follow to the best of their ability our WRSSAR policies on: Document Retention, Conflict of Interest, Whistleblower policy. They should further review the handbook for their position and read the ByLaws for the Society. Copies of all of this information are archived at the Members' Only section of our website.

➤ **Required Paperwork & Fees to be paid**

Taxes – Ohio Charitable Trust annual report must be filed on-time each year by the Treasurer and all appropriate fees paid (usually \$100)

IRS 990 (postcard) – Must be filed on-time by the Treasurer

Insurance/Bonding:

\$10,000 Theft bond on the Treasurer/Secretary is to be paid each year (FEB)

WRSSAR Liability Insurance should be maintained at all time

WRSSAR Directors and Officers Insurance should be maintained at all time

State of Ohio Continuing Existence certificate must be renewed each 5 years or whenever I change in Statutory Agent must be made. WRSSAR statutory agent must be a member in good standing who can be reached by phone, email and USPS.

➤ **Finances**

The Treasurer maintains a General Funds checking account with 1 additional signer: Secretary.

The President and the Consolidated Funds chairman are signers on our investment account.

Investment funds can ONLY be transferred into/out of our General Fund checking account. Under no circumstance can funds from the investment fund be withdrawn and transferred anywhere but the General Fund account under the control of the Treasurer and Secretary.

Consolidated Funds REQUIRED Meetings: The Board voted at the 1st BD MTG of 2019 to require the CF chairman to call a minimum of two CF committee meetings per year. The CF chairman may choose to call more meetings but he is obligated to call 2 meetings per year and report those meetings to the Board.

Current Restricted Funds:

Oration Contest Fund – for use to support the Oration contest (locally)

Color Guard Fund – for use to support the WRSSAR Color Guard

Youth Outreach Fund – for use by WRSSAR to support any Youth Outreach Program

Eagle Scout Fund – for use by WRSSAR to support any Eagle Scout program expense

Permanent Fund – Is made up primarily from memorial donations but is now pledged solely as a back up to the life fund. This used to be the ‘endowment’ for the long term health of the Society but it is currently a reserve fund for the Life Fund since it is underfunded.

Life Fund – To fund the ongoing financial obligation of our Life Members to the WRS/OH/NSSAR

General Funds within Consolidated Funds are at the discretion of the Board and can be transferred to the regular General Fund checking account simply by the request of the Treasurer or Secretary.

- **Website contains** – be available to everyone
 - Current Bylaws
 - Current Memorial Fund Donation Summary (updated annually)
 - Officer/Volunteer Job Descriptions
 - WRSSAR Officer Swearing-in Ceremony
 - WRSSAR New Member Induction Ceremony
 - SAR Pledge and Recessional
 - Rosters & Newsletters
 - BD member FAQs
 - List of WRSSAR property and who is keeping it.