RESOLUTION 2020.11.08

A resolution to change the responsibility of filing NAGPS' taxes and nonprofit documentation from the Director of Administration to both the Director of Administration and the Director of Finance

National Association of Graduate-Professional Students, Inc.

Date: 15 November 2020

Author(s): The 2020 NAGPS Board of Directors

Underlines are additions while ~~strikethrough~~s are deletions.

Whereas, The last 5 years have demonstrated a degree of confusion over the duty of filing NAGPS' taxes, and;

Whereas, filing taxes is essential for both the financial status of NAGPS and maintaining NAGPS' nonprofit tax status, and;

Whereas, the current responsibility of preparing and filing tax forms falls on the Director of Administration & CIO, and;

Whereas, the Director of Finance & CFO has more day-to-day and month-to-month interaction with NAGPS' finances;

Whereas, having shared responsibility of essential functions increases accountability,

Therefore, BE IT RESOLVED, the the responsibility of filing tax forms and maintaining NAGPS' 501(c)(3) status be ~~shared~~ shared between the Director of Administration & CIO and Director of Finance & CFO

Therefore, BE IT FURTHER RESOLVED, that pursuant to the provisions of this resolution, Article III SECTION 6 of the Bylaws of NAGPS be changed as follows:

From:
The Director of Finance shall have the following responsibilities:
1) To serve as the Association's Chief Financial Officer (CFO);
2) To administer the general operating funds of the Association;
3) To keep accurate records of all monies, accounts, and properties of the Association;
4) To manage the collection and distribution of all funds;
5) To coordinate with the Board of Directors in preparing an annual budget financial statement;
6) To send monthly financial statements to the Board of Directors;

7) To prepare financial reports for the Board of Directors at each meeting and the membership at the National Membership Meeting;
8) To prepare, by and with the advice and consent of the Board of Directors, a projected budget for the next fiscal year and to present the projected budget at the National Membership Meeting for approval;
9) To have the proper material and documentation available at the National Conference in order for the incoming Board of Directors to assign signature access to the appropriate persons.
10) To serve as Co-Chair of the Committee on Finance and Fundraising.

To:
The Director of Finance shall have the following responsibilities:
1) To serve as the Association's Chief Financial Officer (CFO);
2) To administer the general operating funds of the Association;
3) To keep accurate records of all monies, accounts, and properties of the Association;
4) To manage the collection and distribution of all funds;
5) To coordinate with the Board of Directors in preparing an annual budget financial statement;
6) To send monthly financial statements to the Board of Directors;
7) To prepare financial reports for the Board of Directors at each meeting and the membership at the National Membership Meeting;
8) To prepare, by and with the advice and consent of the Board of Directors, a projected budget for the next fiscal year and to present the projected budget at the National Membership Meeting for approval;
9) To have the proper material and documentation available at the National Conference in order for the incoming Board of Directors to assign signature access to the appropriate persons;
10) To serve as Co-Chair of the Committee on Finance and Fundraising;
11) To assist the Director of Administration & CIO in filing the Two-Year Report for Non-Profit Corporations with the District of Columbia Department of Consumer & Regulatory Affairs by 15 January of even-numbered years, and the yearly taxes of NAGPS

Therefore, BE IT FURTHER RESOLVED, that pursuant to the provisions of this resolution, Article III SECTION 8 of the Bylaws of NAGPS be changed as follows:

From:
The Director of Administration shall have the following responsibilities:
1) To serve as the Association's Secretary & Chief Information Officer (CIO);
2) To file the Two-Year Report for Non-Profit Corporations with the District of Columbia Department of Consumer & Regulatory Affairs by 15 January of even-numbered years;
3) To record the proceedings of all official business meetings and distribute them to the Board of Directors within five (5) working days;
4) To oversee the establishment, maintenance, and administration of electronic mail distribution lists, internet account, and webpage;
5) To manage a clearinghouse of information for the membership including a membership database;

6) To conduct all mail-balloting for the Association;
7) To make available online a comprehensive database of membership information in coordination with the Director of Outreach;
8) To prepare a report, including text, of all resolutions of the current Board of Directors for the membership at the National Membership Meeting.

To:

1) To serve as the Association's Secretary & Chief Information Officer (CIO);
2) To <u>oversee, with the Director of Finance & CFO</u>, the filing the Two-Year Report for Non-Profit Corporations with the District of Columbia Department of Consumer & Regulatory Affairs by 15 January of even-numbered years, <u>and the yearly taxes of NAGPS</u>
3) To record the proceedings of all official business meetings and distribute them to the Board of Directors within five (5) working days;
4) To oversee the establishment, maintenance, and administration of electronic mail distribution lists, internet account, and webpage;
5) To manage a clearinghouse of information for the membership including a membership database;
6) To conduct all mail-balloting for the Association;
7) To make available online a comprehensive database of membership information in coordination with the Director of Outreach;
8) To prepare a report, including text, of all resolutions of the current Board of Directors for the membership at the National Membership Meeting.