



## PROPOSED CHANGES TO DISTRICT ONE BYLAWS

Pursuant to the District One bylaws, any substantive changes to the bylaws must be approved by the District One Executive Council, and then voted on by the voting-eligible membership (Certified and Retired Certified members only). **The following proposed changes to the District One bylaws were approved by the District One Executive Council on June 27, 2017**, during the Executive Council meeting at the NATA Clinical Symposia & AT Expo in Houston. Most of the proposed changes below were reviewed with the membership during the District One Business Meeting that same day.

All voting-eligible members will be asked to vote on each of the proposed changes via an electronic ballot. **Bylaws voting will take place from August 1 to 15, 2017. Voting-eligible members will receive an electronic ballot on August 1, 2017.**

Please review the proposed changes below, and contact District One Director Tim Weston at [tsweston@colby.edu](mailto:tsweston@colby.edu) if you have any questions.

### 1) Proposed substantive change to bylaw Article 5.2 (Purpose of the Executive Council)

**Current language:** The purpose of the Executive Council is to review District matters, to offer recommendations and advice to the District Director and to fill any District officer vacancies according to section 6.6 of these By-laws.

**Proposed change:** addition to current language

The purpose of the Executive Council is to review District matters, to offer recommendations and advice to the District Director; **to ensure responsible fiduciary actions**, and to fill any District officer vacancies according to section 6.6 of these By-laws.

**Rationale for proposed change:** codifies a primary responsibility of the Executive Council (fiduciary oversight).

### 2) Proposed substantive change to bylaw Article 5.3 (Meetings)

**Proposed change:** addition to 5.3, which would be 5.3(f)

**Proposed 5.3(f):** **If the District Director is temporarily incapacitated or unable to officiate at District One Executive Council meetings due to a medical or personal issue, the officer whose term of service is longer, of the District Secretary or District Treasurer, may call a meeting of the District One Executive Council.**

**Rationale for proposed change:** to ensure the business of the District can be conducted in the event of the temporary absence of the District Director due to unforeseen medical or personal circumstances.

**3) Proposed substantive change to bylaw Article 6.0 (Election, Removal and Replacement of District Officers)**

**Proposed change:** addition to 6.0, which would be 6.0(b)

**Proposed 6.0(b):** In the event of a tie between the candidates during the district officer election, voting shall be extended in increments of 4 days, until a candidate has attained the majority (or plurality, if applicable).

**Rationale for proposed change:** codify procedures for breaking a tie during a District One election; bylaws will be consistent with current policies and procedures.

**4) Proposed substantive change to bylaw Article 7.3 (Treasurer)**

**Proposed change:** addition to 7.3 (insert between current 7.3(a) and 7.3(b); would become new 7.3(b)

**Proposed New 7.3(b):** To allocate state dues disbursements to each state President, according to the NATA dues disbursement schedule.

**Rationale for proposed change:** codifies the responsibility of the Treasurer for allocating dues monies to the states.

**5) Proposed substantive change to bylaw Article 7.3 (Treasurer)**

**Current language 7.3(d):** To submit the official books for the annual audit by the Audit Committee or at any time requested by the Executive Council.

**Proposed change:** Strike current language and replace with new language, as below.

**Proposed new 7.3(d):** ~~To submit the official books for the annual audit by the Audit Committee or at any time requested by the Executive Council.~~ Prepares report and documentation which is sent annually to the district's certified public accountant for review and preparation of annual tax filing, and for requested audits.

**Rationale:** Updates & codifies responsibilities of the Treasurer. Reflects best practice recommendations and current practice. Additional financial oversight issues are addressed in proposed changes to Articles 8.7 and 8.9.

## 6) Proposed substantive change to bylaw Article 8.7 (Finance)

Current language:

### 8.7: Auditing of Books

One month after the close of the fiscal year, the Treasurer shall submit the Treasurer's books to the Audit Committee for auditing. A written report summarizing District One's financial status shall be made to the membership at each member meeting.

**Proposed change:** Change heading title and strike and replace "Audit Committee" with new language, as below.

**Proposed change to 8.7:**

### 8.7: Auditing of Books Tax Preparation

One month after the close of the fiscal year, the Treasurer shall submit the Treasurer's books to the **District's certified public accountant for tax preparation and filing** ~~Audit Committee~~ for auditing. A written report summarizing District One's financial status shall be made to the membership at each member meeting.

**Rationale:** more clearly describes how the Treasurer is to handle financial records for tax purposes, and reflects best practice recommendations and current practice. The District uses a professional CPA rather than a member audit committee for taxes. Additional financial oversight issues are addressed in proposed changes to Articles 7.3 and 8.9.

## 7) Proposed substantive change to bylaw Article 8 (Finance)

**Proposed change: Addition to Article 8.0, would be 8.9 (Financial Investments)**

Proposed new language:

### 8.9 Financial Investments

8.9.1. The Treasurer and financial advisor shall meet at least quarterly to review District One investment portfolio

8.9.2. The District Director and Treasurer shall meet yearly with the District One financial advisor.

8.9.3. The financial advisor shall provide a report to the District One Executive Council biannually.

**Rationale:** Updates bylaws to reflect responsibilities related to District financial investments. Describes oversight of the financial advisor by District officers.

## 8) Proposed substantive change to bylaw Article 9.2 (Standing Committees)

**Proposed change:** Add History and Archives as a Standing Committee

**Rationale:** Maintaining the historical record is an essential activity of an association, and is an ongoing/permanent activity.

#### 9) Proposed substantive change to bylaw Article 9.2 (Nominations and Elections Committee)

**Current language 9.2(e):** To announce the election results to the nominees.

**Proposed change:** Strike current language and replace with new language, as below.

**NEW 9.2 (e):** ~~To announce the election results to the nominees.~~ **To provide the election results to the District Director at the conclusion of the election. The District Director will notify all candidates for office of the results, and announce the election results to the membership.**

**Rationale:** The Nominations and Elections Chair reports to the District Director, and should therefore report the results of the election to the Director. As the highest-ranking District Officer, the Director should be responsible for officially informing candidates and the membership of election results.

#### 10) Proposed substantive change to bylaw Article 9.2 (Nominations and Elections Committee)

**Proposed change:** addition to Article 9.2, would be 9.2(f)

**NEW 9.2(f):** **In the event the District Director is running for re-election, the District officer whose term of service is longer shall be informed of the election results for District Director, and will notify candidates for that office of the results of the election, and be responsible for announcing the results of the election to the membership.**

**Rationale:** Prevents conflict of interest by providing procedures for reporting election results when Director is running for re-election.

#### 11) Proposed substantive change to bylaw Article 10 (Amendments)

**Current language:** Technical corrections to these By-laws may be made by unanimous vote of the Executive Council. If these By-laws are altered, amended, supplemented or repealed in this manner, the changes will not become effective until sixty days after the membership has been advised of the changes.

**Proposed change:** change the effective date of technical changes to the bylaws from 60 days to **30 days** after the membership is notified.

**Rationale:** 30 days is sufficient time with use of electronic communications.