

RESOLUTION NO. AZ-CBL-001

Establish Reporting and Tax Compliance Requirements for Compensation Paid by the Department and Chapters

WHEREAS, the Disabled American Veterans, Department of Arizona, and its subordinate Chapters and units have a fiduciary responsibility to maintain accurate financial records and comply with all applicable federal and state tax laws; and

WHEREAS, compensation paid to individuals for services rendered may require reporting to the Internal Revenue Service through Forms W-2, 1099-NEC, 1099-MISC, or other required reporting mechanisms; and

WHEREAS, failure to properly report compensation may subject the Department, Chapters, Units, or individual officers to penalties, interest, audits, or other adverse actions; and

WHEREAS, it is in the best interest of the Department to establish uniform requirements governing compensation, budgeting, reporting, and oversight of such expenditures; and

WHEREAS, reimbursement of actual expenses supported by receipts and authorized in accordance with approved budgets or membership-approved expenditures is distinct from compensation and should not be treated as taxable compensation unless otherwise required by law; NOW

THEREFORE, BE IT RESOLVED that Article XI – Finance of the Department of Arizona By-Laws be amended by adding a new section to read as follows:

B-11.15: COMPENSATION REPORTING AND TAX COMPLIANCE

The Department of Arizona, all subordinate Chapters, Units, and other subordinate entities operating under the authority of the Department shall comply with all applicable Internal Revenue Service reporting requirements and applicable federal, state, and local tax laws regarding compensation paid to any individual.

Any payment made to an individual that constitutes compensation, honoraria, contract services, stipends, wages, salaries, or other taxable remuneration and is not solely a reimbursement of actual expenses supported by receipts shall be reported as required by law through the appropriate IRS reporting mechanism, including but not limited to Form W-2, Form 1099-NEC, Form 1099-MISC, or any successor form prescribed by the Internal Revenue Service.

Reimbursements for actual expenses shall not be considered compensation provided such reimbursements are supported by receipts or other documentation required by Department policy, are authorized by an approved budget or specific membership action and otherwise comply with applicable Internal Revenue Service accountable plan requirements.

All compensation expenditures must be specifically authorized through an approved budget, membership action, or other authority provided elsewhere in these By-Laws. Such expenditures shall be included in the applicable annual budget and submitted to the Department as otherwise required by these By-Laws. Mid-year amendments to compensation, honoraria, contract services, stipends, wages, salaries or other taxable remuneration will require resubmission of a the amended budget within 10 days of its approval by membership.

Any Department, Chapter, Unit, or subordinate entity that pays compensation totaling six hundred dollars (\$600.00) or more to any individual during a reporting year shall report such payment to the Department of Arizona in a manner prescribed by the Department Finance Committee. This reporting requirement is established for Department oversight purposes and shall not be construed to alter, replace, limit, or supersede any reporting threshold or requirement established by the Internal Revenue Service.

All entities and officers subject to this section shall comply with Internal Revenue Service regulations and reporting requirements as they currently exist and as they may be amended, revised, or superseded in the future.

BE IT FURTHER RESOLVED that existing sections of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-002

Establish Procedures for the Modification of Chapter Boundaries

WHEREAS, the Department of Arizona has a responsibility to maintain clear and effective chapter boundaries to ensure efficient service to veterans, proper administration of membership, and effective organizational operations; and

WHEREAS, the creation of new Chapters, consolidation of existing Chapters, suspension of Chapter operations, charter revocations, or Chapter closures may necessitate adjustments to existing Chapter boundaries; and

WHEREAS, the Department should establish a fair, transparent, and consistent process that provides affected Chapters an opportunity to participate in discussions regarding proposed boundary changes while preserving the Department's ability to make timely decisions when agreement cannot be reached; and

WHEREAS, the Department Executive Committee should retain final approval authority over any Chapter boundary modifications affecting the Department; NOW

THEREFORE, BE IT RESOLVED that Article XIV – Districts of the Department of Arizona Regulations be amended by adding the following sections:

R-14.1: DESIGNATION OF CHAPTER BOUNDARIES

Boundaries defining the area of operation of each Chapter shall be maintained and published by the Department Adjutant.

R-14.1.1: MODIFICATION OF CHAPTER BOUNDARIES

Designation of Chapter boundaries is subject to change because of the establishment of new Chapters, consolidation of existing Chapters, suspension of operations, revocation of charters, Chapter closures, or other circumstances deemed necessary for the good of the organization.

When Chapter boundaries must be modified, the following process shall be followed:

R-14.1.1(a)

Department leadership, defined as the Department Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, and Judge Advocate, shall meet to evaluate the need for boundary changes and prepare one or more proposals for consideration. The proposal or proposals shall be forwarded to the Commanders of all affected Chapters for review and discussion with their respective Chapters.

R-14.1.1(b)

No later than thirty (30) days following distribution of the proposal or proposals to the affected Chapter Commanders, Department leadership shall meet with the affected Chapter Commanders to discuss the proposed boundary changes and seek agreement regarding the revised boundaries.

If agreement cannot be reached among the affected Chapter Commanders, the revised boundaries shall be determined by a majority vote of Department leadership as defined in Section R-14.1.1(a).

R-14.1.1(c)

The proposed Chapter boundaries determined in accordance with Section R-14.1.1(b) shall be presented by the Department Adjutant to the Department Executive Committee for final approval.

R-14.1.1(d)

Approved Chapter boundary changes shall become effective not later than thirty (30) days following final approval by the Department Executive Committee unless a different effective date is specifically approved by the Department Executive Committee.

BE IT FURTHER RESOLVED that the Department Adjutant shall maintain current records of all approved Chapter boundaries and make such information available to Chapters upon request.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-003

Modernize the Constitution, By-Laws, and Regulations Through the Use of Uniform Gender-Neutral Language

WHEREAS, a review of the current Constitution, By-Laws, and Regulations identified approximately ninety-one (91) gender-specific pronouns, including references such as “he,” “his,” “him,” “she,” and “her,” in addition to numerous mixed-gender references such as “he or she,” “his or her,” and “himself or herself,” resulting in inconsistent drafting conventions throughout the governing documents; and

WHEREAS, the use of multiple drafting styles throughout the governing documents creates inconsistency in format and presentation; and

WHEREAS, adopting a uniform gender-neutral drafting standard throughout the Constitution, By-Laws, and Regulations will improve consistency, readability, and clarity without changing the meaning, intent, authority, duties, responsibilities, procedures, or powers contained therein; **NOW**

THEREFORE, BE IT RESOLVED that all provisions of the Constitution, By-Laws, and Regulations of the Disabled American Veterans, Department of Arizona, are hereby amended to replace gender-specific and mixed-gender references with appropriate gender-neutral terminology where applicable.

BE IT FURTHER RESOLVED that the Department Judge Advocate and Department Adjutant are authorized to make editorial, grammatical, formatting, capitalization, punctuation, pronoun, title, and other non-substantive changes necessary to implement this amendment and to ensure consistency and uniformity throughout the Constitution, By-Laws, and Regulations, provided that no substantive change is made to the meaning, intent, authority, powers, duties, responsibilities, qualifications, rights, or procedures contained therein.

BE IT FURTHER RESOLVED that editorial, grammatical, formatting, capitalization, punctuation, pronoun, title, and other non-substantive changes made pursuant to this resolution for the purpose of achieving consistency and uniformity throughout the Constitution, By-Laws, and Regulations shall not be considered amendments to individual sections, paragraphs, or subsections and shall not require those provisions to be identified, annotated, or recorded as separately amended solely as a result of such non-substantive revisions.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-004

Amend Regulation R-11.2 Clarifying Past Department Commander Convention Benefits

WHEREAS, Past Department Commanders possess valuable institutional knowledge and experience and, when registered as Past Department Commanders throughout the Department Convention, serve as advisors and voting members of the Convention body in accordance with the Department Constitution and By-Laws; and

WHEREAS, Regulation R-11.2 currently provides that Department Convention registration and banquet fees shall be paid by the Department of Arizona for all Past Arizona Department Commanders who are registered throughout the entire Convention as a Past Department Commander and not filling a per diem paid position; and

WHEREAS, the intent of the regulation is to recognize the service and contributions of Past Department Commanders while ensuring fair and equitable administration of Department resources; and

WHEREAS, the restriction based upon receiving per diem may arbitrarily and unnecessarily limit recognition of a Past Department Commander who is serving the Department in another authorized capacity; and

WHEREAS, it is appropriate to clarify that a Past Department Commander shall not receive duplicate reimbursement, waiver, payment, or other Department-funded benefit for the same expense at the same event; NOW

THEREFORE, BE IT RESOLVED that Regulation R-11.2 of the Department of Arizona Regulations be amended to read as follows:

R-11.2: PDC'S REGISTRATION AND BANQUET FEES

Department Convention registration and banquet fees shall be paid by the Department of Arizona for all Past Arizona Department Commanders who are registered throughout the entire Convention as a Past Department Commander.

In no case shall a Past Department Commander receive duplicate reimbursement, waiver, payment, or other Department-funded benefit for the same expense at the same event.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-005

Amend B-7.1 Concerning Duties and Authority of Department Commander

WHEREAS, the Department Commander serves as the chief elected officer of the Disabled American Veterans, Department of Arizona, and is responsible for both the leadership of the organization and the conduct of Department business; and

WHEREAS, the current language of B-7.1 identifies the Department Commander as the Executive Officer of the Department versus recognizing the role of the Department Commander as the presiding officer of Department meetings and business or as the President of the Department as a corporate entity; and

WHEREAS, the current language permits the Department Commander to delegate check and voucher countersignature authority to the Senior Vice Commander or Junior Vice Commander, and expanding that delegation authority to include the Department Adjutant will provide additional administrative flexibility while maintaining appropriate financial controls; NOW

THEREFORE, BE IT RESOLVED that B-7.1 of the Department of Arizona By-Laws be amended to read as follows:

B-7.1: COMMANDER

The Department Commander is the Presiding Officer of the Department and shall preside at all regular meetings or special meetings of the Department, maintain order, and dispatch such business as may legally come before them. The Department Commander also acts as the President of the Department as a corporate entity. All checks and vouchers issued by the Department Treasurer must be countersigned by the Commander or they may delegate countersignature authority to the Department Senior Vice Commander, Junior Vice Commander, or Adjutant. The Commander shall perform all other duties that may be reasonably assumed to be incidental to that office or such as are delegated to the Commander by the Department Executive Committee. The Commander shall have the power to call special and regular meetings of all standing committees, as mandated by floor vote at Department Conventions or changes in the National Constitution and/or Bylaws. No individual shall be elected to more than two (2) consecutive terms as Department Commander. A Department Commander who served a partial term by reason of ascension, such partial term will not be considered that Commander's first year in office. (Amended at 1999 convention) (Amended at the 2018 Convention).

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-006

Amend B-7.8 Concerning the Duties and Authority of the Department Adjutant

WHEREAS, the Department Adjutant is responsible for the day-to-day administration of the Department and serves as the principal staff officer responsible for carrying out the policies and directives established by the Department Convention, Department Executive Committee, and Department Commander; and

WHEREAS, the current By-Laws provide that the Department Commander serves as the Executive Officer of the Department while the Department Adjutant supervises and directs the activities of the Department Organization subject to the authority of the Department Commander, Department Executive Committee, and Department Convention; and

WHEREAS, the Department Adjutant is responsible for the management of Department operations, records, correspondence, personnel, and administrative functions and serves as the Department's contracting agent; and

WHEREAS, it is in the best interest of the Department to clearly distinguish between the elected leadership responsibilities of the Department Commander and the administrative and operational responsibilities of the Department Adjutant; and

WHEREAS, designating the Department Adjutant as the Chief Executive Officer of the Department more accurately reflects the duties and responsibilities associated with the office and provides greater clarity regarding the management of Department operations; and

WHEREAS, reorganizing the duties of the Department Adjutant into separate subsections will improve clarity, readability, and administration of the By-Laws; NOW

THEREFORE, BE IT RESOLVED that B-7.8 of the Department of Arizona By-Laws be amended to read as follows:

B-7.8: DEPARTMENT ADJUTANT

The Department Adjutant, subject to the instructions of the Department Commander, Department Executive Committee, or Department Convention, shall supervise and direct all activities of the Department Organization.

B-7.8.1

In addition to the other duties and powers set forth in these By-Laws, the Department Adjutant shall be the Chief Executive Officer of the Department and the Department contracting agent. The Department Adjutant shall serve as Secretary of the Department Executive Committee with voice and vote. The Department Adjutant shall officially notify all members of the Department Executive Committee, in writing, of the time and place of regular and special meetings. The Department Adjutant shall carry into effect all motions, orders, and resolutions mandated by the Department Convention and not otherwise assigned.

B-7.8.2

The Department Adjutant shall be the custodian of records from all business conducted by the Department. Correspondence of a non-recurring nature only, two or more years old, which has been completed, may be surveyed by the Department Adjutant and destroyed. The Department Adjutant shall route or open, as necessary, all correspondence received and direct same to the responsible officer or committee. The Department Adjutant shall prepare all necessary responses and/or correspondence as directed by the Department Commander.

B-7.8.3

The Department Adjutant shall distribute the proceedings of the Department Convention not less than six (6) weeks prior to the Department Mid-Term Department Executive Committee meeting. The Department Adjutant shall distribute the proceedings of the Department Mid-Term Department Executive Committee meeting not less than six (6) weeks prior to the Pre-Convention Department Executive Committee meeting. The Department Adjutant shall ensure one (1) copy of said proceedings is distributed to each member of a standing committee, each Chapter within the Department, each active resident Past Department Commander, and each Past Department Adjutant.

B-7.8.4

The Department Adjutant shall assist in doing all things incidental and necessary to increase membership activities, service, and effectiveness of the Disabled American Veterans. The Department Adjutant shall be compensated for services as authorized by the Department Finance Committee and approved by vote of the Convention. The Department Adjutant shall perform such other duties as may be assigned by the Department Commander.

BE IT FURTHER RESOLVED that the designation of the Department Adjutant as Chief Executive Officer and Department contracting agent is intended to clarify the administrative and operational authority of the office and shall not diminish the constitutional authority, powers, duties, or responsibilities vested in the Department Commander, Department Executive Committee, or Department Convention.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-007

Amend B-7.5 Concerning the Duties, Authority, and Reporting Responsibilities of the Department Inspector

WHEREAS, the Department Inspector serves a critical role in protecting the integrity of the Disabled American Veterans, Department of Arizona, through the investigation of alleged violations of governing documents and the review of Chapter operations and records; and

WHEREAS, the current language of B-7.5 combines investigative duties, authority, and reporting requirements into a single section; and

WHEREAS, separating these responsibilities into distinct sections will improve clarity, organization, and readability of the Department By-Laws; and

WHEREAS, the Department maintains official records through the Department Adjutant and it is appropriate that investigative reports be preserved as part of the Department's official records; and

WHEREAS, the Department seeks to modernize its governing documents through the use of gender-neutral language while preserving the intent, authority, and responsibilities of the office; NOW

THEREFORE, BE IT RESOLVED that B-7.5 of the Department of Arizona By-Laws be amended to read as follows:

B-7.5: DEPARTMENT INSPECTOR

The Department Inspector, under the written direction of the Department Commander, shall, upon good cause, investigate any alleged violation of Chapter, Department, or National Constitutions and By-Laws, including but not limited to occurrences that may impugn the integrity or reputation of this organization. The Department Inspector shall also inspect and/or audit the books, records, and accounts of a Chapter as directed by the Department Commander.

B-7.5.1: INVESTIGATIVE AUTHORITY AND REPORTING

While acting in an official capacity, the Department Inspector shall have the full authority of the Department Commander as it relates to the matters under investigation. Upon completion of an investigation, inspection, or audit, the Department Inspector shall render a written report of findings and recommendations to the Department Adjutant, who shall forward the report, together with any recommendations, to the Department Commander. The Department Commander shall issue a final determination regarding the findings and recommendations of the Department Inspector.

However, if a situation arises where further delay would cause irrefutable harm to the Disabled American Veterans or the Department of Arizona, the Department Inspector after phone

consultation with the Commander, may immediately issue Verbal Orders of the Commander (VOCO) to cease and desist any illegal, abusive, or detrimental action, with the same force and effect as if such orders had been issued by the Department Commander. Such VOCO orders shall be codified in writing within three business days to remain in effect

BE IT FURTHER RESOLVED that the separation of the current B-7.5 into Sections B-7.5 and B-7.5.1 is intended to improve organization and readability and shall not be construed as reducing or expanding the authority of the Department Inspector except as expressly provided herein.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-008

Amend Article VII, Section 7.4 Concerning the Duties and Authorities of the Department Treasurer

WHEREAS, the Department Treasurer serves as the fiduciary officer of the Department of Arizona and is responsible for the custody, accountability, and proper administration of Department funds and financial records; and

WHEREAS, it is in the best interest of the Department to clearly separate the Treasurer's fiduciary duties, accounting responsibilities, and statutory agent responsibilities into distinct sections for improved clarity and administration; and

WHEREAS, modern financial operations may require the use of designated representatives to perform ministerial functions such as depositing funds under the supervision and authority of the Department Treasurer; and

WHEREAS, providing an additional authorized countersigner for Department disbursements may improve operational efficiency while maintaining appropriate internal controls; NOW

THEREFORE, BE IT RESOLVED that Article VII, Section 7.4 of the Department of Arizona By-Laws be amended to read as follows:

B-7.4: DEPARTMENT TREASURER

The Department Treasurer shall be the fiduciary officer of the Department, and in the Treasurer's custody shall be placed all funds, securities, and valuable papers. The Treasurer or a designated representative shall deposit all funds for the Department within seventy-two (72) hours of receipt. The Treasurer shall make authorized disbursements by checks which have been countersigned by the Department Commander, Senior Vice Commander, Junior Vice Commander, or Adjutant. The Treasurer shall also be authorized to disburse funds by Department credit card in accordance with Article B-11.3 (Deposit of Funds and Payments).

The Department Treasurer shall be compensated for services as authorized by the Department Finance Committee and approved by vote at the Annual Department Convention.

B-7.4.1: ACCOUNTING AND REPORTING DUTIES

The Department Treasurer shall maintain a system of accounts approved by the Department Finance Committee and shall preserve all records, receipts, and vouchers supporting Department financial transactions. The Treasurer shall provide a monthly report to the Finance Committee, a quarterly report to the Department Executive Committee, and an audited Annual Financial Report (AFR) to National Headquarters.

The Treasurer shall obtain a bond in the amount stipulated by the Department Finance Committee, prepare and retain records as required by the Internal Revenue Service, and maintain an inventory of all Department property and equipment.

B-7.4.2: DEPARTMENT TREASURER AS STATUTORY AGENT (FINANCE COMMITTEE)

The Department Treasurer shall serve as the Statutory Agent for the Department Finance Committee. All communications, vouchers, checks, or other instruments of business requiring action or approval by the Department Finance Committee shall be addressed and mailed to the Department Treasurer at the Department Headquarters Office.

The Treasurer shall review all communications, vouchers, and other instruments of business received between Finance Committee meetings and shall ensure they are presented to the Finance Committee Chair for committee action at the next meeting.

All checks or funds sent to the Finance Committee shall be deposited by the Treasurer or a designated representative in compliance with these By-Laws. Any communication requiring immediate action shall be handled by the Treasurer through prompt notification of the Finance Committee Chair for resolution by the Committee.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-009

Establish Procedures for the Modification of Chapter Boundaries

WHEREAS, the Department Judge Advocate serves as the principal legal advisor to the Department of Arizona and provides guidance on constitutional, bylaw, and procedural matters affecting the Department and its Chapters; and

WHEREAS, the current language expressly requires the forwarding of Chapter Constitutions and By-Laws for National approval but does not specifically reference Department Constitutions, By-Laws, and amendments thereto; and

WHEREAS, it is in the best interest of the Department to clarify the responsibilities of the Department Judge Advocate regarding the submission of governing documents to the National Judge Advocate; NOW

THEREFORE, BE IT RESOLVED that B-7.6 of the Department of Arizona By-Laws be amended to read as follows:

B-7.6: DEPARTMENT JUDGE ADVOCATE

The Department Judge Advocate shall be the legal advisor of the Department. At the request of the Department Commander, the Department Executive Committee, or a Department Convention, the Judge Advocate shall render opinions concerning matters directly affecting the Department and disputes between or within Chapters. The Judge Advocate shall serve as Parliamentarian at the Department Convention and shall forward all Department and Chapter Constitutions, By-Laws, and amendments thereto to the National Judge Advocate for approval within thirty (30) days. The Judge Advocate shall serve as C the Department Constitution and By-Laws Committee.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-010

Amend B-4.12 and B-4.13 Concerning the Department Convention Committee

WHEREAS, the Department Convention is one of the most important annual functions of the Disabled American Veterans, Department of Arizona, requiring extensive planning, coordination, and financial oversight; and

WHEREAS, the Department Convention Committee is responsible for identifying suitable convention venues and ensuring that convention facilities adequately meet the needs of the Department, its Chapters, delegates, members, and guests; and

WHEREAS, establishing a structured process for evaluating convention venues, reviewing costs, and conducting site visits will improve transparency and ensure informed decision-making; and

WHEREAS, assigning the Department Senior Vice Commander as Chair of the Department Convention Committee will provide continuity and accountability for convention planning efforts; and

WHEREAS, providing the Department Executive Committee an opportunity to review proposed convention venues prior to presentation to the membership will strengthen oversight and fiscal responsibility; and

WHEREAS, final approval of convention venues by the membership assembled at the Department Mid-Term Conference will ensure member participation in the site selection process;
NOW

THEREFORE, BE IT RESOLVED that B-4.12-13 of the Department of Arizona By-Laws be amended to read as follows:

B-4.12: DEPARTMENT INTERIM CONVENTION COMMITTEE

There shall be a Department Convention Committee composed of five (5) members in good standing: one from each District, one at large, and one from the Department Auxiliary (DAVA). The Department Senior Vice Commander shall act as Chair of the Committee.

B-4.13: RESPONSIBILITY OF INTERIM CONVENTION COMMITTEE

The Department Convention Committee shall evaluate potential convention venues, including analysis of venue characteristics and documentation relating to convention meeting space, guest room availability, food service capabilities, accessibility requirements, and overall cost. The

Committee may conduct site visits to venues under consideration as necessary to evaluate suitability.

The Department Convention Committee shall provide bids for two (2) future conventions and maintain contact with hotels selected as convention sites, provided such facilities meet applicable federal accessibility requirements.

The Committee shall review all convention agreements and contracts for approval by the Department Executive Committee prior to execution by the Department Adjutant.

The Committee shall work in concert with the Department Commander, Department Adjutant, and Department Finance Committee to ensure that the best possible convention arrangements are made within budgetary constraints.

No later than the Department Mid-Term Executive Committee meeting preceding the proposed convention, the Committee shall determine that all physical, clerical, and financial arrangements are satisfactory for the needs of the organization and shall present the recommended convention venue to the Department Executive Committee.

Following Department Executive Committee review, the Convention Committee Chair shall present the recommended convention venue and associated details to the membership at the Department Mid-Term Conference. Approval of the convention venue shall require a simple majority vote of the members present and voting.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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RESOLUTION NO. AZ-CBL-011

Establish Department Finance Committee Review of Spend-Down Plans

WHEREAS, the Department of Arizona, its subordinate Chapters, and Units have a fiduciary responsibility to ensure the prudent expenditure of organizational assets; and

WHEREAS, National Headquarters may require the submission of spend-down plans when financial reserves exceed established thresholds or under other circumstances prescribed by National Bylaws and National Executive Committee Regulations; and

WHEREAS, review of proposed spend-down plans by the Department Finance Committee will provide an opportunity for financial oversight, guidance, and recommendations prior to submission to National Headquarters; and

WHEREAS, timely review by the Department Finance Committee requires sufficient advance notice to permit meaningful consideration and recommendations before final submission to National Headquarters; NOW

THEREFORE, BE IT RESOLVED that Article XI of the Department of Arizona By-Laws be amended by adding a new section designated as **B-11.3.1.4** to read as follows:

B-11.3.1.4: REVIEW OF SPEND-DOWN PLANS BY THE DEPARTMENT FINANCE COMMITTEE

The Department, any Chapter, Unit, or subordinate entity required to submit a spend-down plan to National Headquarters shall first provide a copy of the proposed plan to the Department Finance Committee not less than ten (10) business days prior to submission to National Headquarters. No spend-down plan shall be submitted to National Headquarters without first being reviewed by the Department Finance Committee.

Upon receipt of a proposed spend-down plan, the Department Adjutant shall ensure the Department Finance Committee is notified and convened within three (3) business days to conduct its review. The review may be conducted by any method deemed appropriate by the Department Adjutant.

The purpose of the review shall be to provide feedback and recommendations in sufficient time to allow consideration of revisions prior to final submission to National Headquarters. Recommendations of the Department Finance Committee shall be advisory in nature.

Review by the Department Finance Committee does not replace any other review, approval, or action required by these Department or the National organization. The Department, Chapters, and Units shall allow sufficient time for all required reviews prior to submission to National Headquarters.

BE IT FURTHER RESOLVED that the review conducted by the Department Finance Committee pursuant to this section shall be advisory only and shall not be construed as approval, disapproval, or final authorization of any spend-down plan required by the National organization.

BE IT FURTHER RESOLVED that all existing provisions of the Constitution, By-Laws, and Regulations not inconsistent with this amendment shall remain in full force and effect.

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