

**SUMMARY OF MOTIONS  
CALIFORNIA STATE RETIREES (CSR)  
BOARD OF DIRECTORS MEETING**

Hilton Arden West, Sacramento  
February 23, 2017

**Rule 6.01 (d)**

CSR 1/17/1 MOTION: Umemoto, second by Sears - that the CSR Board of Directors approve the amended language in Governing Rules Section 6.01 (d) to read as follows, effective immediately:

6.00 Board Vacancies/Absences

6.01 Vacancies

~~(e)~~(d) Chief Financial Officer/Secretary

In the event of a vacancy in the office of Chief Financial Officer/Secretary, the Board of Directors ~~shall fill the vacancy pursuant to Rule 7.04~~ and the Chapter Presidents shall elect a District member of the Board of Directors to fill the remainder of the term.

[former subsection (d) relettered to (e)]

CARRIED.

**5. Approval of the October 27, 2016 Meeting Minutes**

CSR 2/17/1 MOTION: Sears, second by Huel - that the CSR Board of Directors approve the minutes of the October 27, 2016 meeting as printed. CARRIED.

**Rule 2.08**

CSR 3/17/1 MOTION: Olivera, second by Sears – that the CSR Board of Directors approve the amendments to Governing Rules Sections 2.08 through 2.11 to read as follows:

**2.08 Chapter's Portion of Member's Dues (CSR Bd 6/30/16)**

**1. Monthly Chapter Dues Allocation and Reporting**

- (a) Each chapter shall receive \$1,000 a month plus \$.35, inclusive of active and associate members as a share of its members' dues. Allocations shall be contingent on
- the chapter submitting a ~~three-year~~ balanced annual budget as defined below and **(CSR Bd 2/25/16)**
  - monthly reporting of revenue and expenses to headquarters.

- (b) Chapter funds shall only be used to accomplish the mission and implement the programs of CSR.
- (c) Chapter funds shall not be invested, in any form, by any chapter.

## ~~(d)~~ **2. Implementation of Chapter Dues Allocation**

1. (a) CSEA Accounting will calculate the annual dues funds allowable for each chapter. This amount will be divided into twelve (12) monthly allocations. The amount of annual dues will be recalculated on a quarterly basis as membership numbers increase or decrease.

2. (b) Grants and scholarships funds held by a chapter shall not be included in the annual dues funds allowable calculation, however, CD's and savings accounts and other accounts of dues monies shall be included in the calculation.

6. (c) If the chapter balance ~~goes over~~ exceeds the annual dues ~~rate~~ fund amount at any time during the year, a full month's check will be forfeited.

7. (d) At the end of the fiscal year the chapter may hold a maximum of 3 months dues in reserve. ~~If more than 3 months dues equal the fiscal year ending balance, dues funds will be forfeited until balance is at that level. At that time monthly dues allocations will continue. Monthly dues allocations will be forfeited until the chapter's reserves fall below the 3-month limit.~~

8. (e) Dues funds ~~withheld from a chapter as a result of going over the annual dues rate or the ending year reserve balance limits, shall be forfeited by the a chapter and shall be retained by CSR in the CSR General Fund.~~

9. (f) A chapter whose funds have been ~~restricted~~ forfeited may appeal to the Board of Directors for review.

3. (g) Chapters must submit chapter reporting documents to headquarters no later than the 15<sup>th</sup> of each month, for the previous month.

4. (h) Chapter dues allocation will be issued after receipt and review of chapters reports.

5. (i) Payment will be withheld if reports are not submitted by the end of each month, for the previous month.

## **2. Reporting**

~~(a) All chapter reporting will be monthly.~~

~~(b) All chapter reports are due in CSEA Accounting no later than the 15<sup>th</sup> of the month, for the previous month.~~

- ~~(c) No chapter dues allocations will be sent to the chapters until the chapter reports are received and reviewed.~~

### 3. Ways to Report

- (a) Option 1. **Transfer all bookkeeping to CSR Headquarters including checkbook.** HQ will review all documents and issue all checks to pay expenses. A chapter bank account will be established in Sacramento; no checks will be written in the chapter. Chapter dues allocation will be transferred to chapter account at headquarters monthly. Headquarters will send a Financial Report to chapter monthly. Chapters may request an advance if money is needed in the chapter ahead of the expense.
- (b) Option 2. **Chapter will send all documentation to headquarters to do their books. Chapter will retain the checkbook and write all checks.** Chapter shall submit all back-up documents to accounting on a monthly basis. Documents must be submitted no later than the 15<sup>th</sup> of the following month. **Chapter dues check will be issued after receipt of monthly documentation and review.** Headquarters will send a Financial Report to chapter monthly.
- ~~(c) **Chapters wishing to submit their own report,** using online forms, may do so. They must submit the report with all back-up documentation no later than the 15<sup>th</sup> of the following month. **Chapter dues checks will not be issued until monthly report is received and reviewed.** Headquarters will send a Financial Report to chapter monthly.~~

### 2.09 Chapter Records

4. (a). All chapters will receive a CSR Finance Report from Accounting each month regardless of reporting option.
5. (b). California State Retirees shall retain chapter official records in Corporate Office for 5 years.
6. (c). Chapter may keep copies of records for review purposes for a minimum of one (1) fiscal year.

### 2.10 Chapter Budget

Beginning December 28, 2016, the chapter shall submit an annual balanced budget, approved by the vote of the chapter members, no later than December 28<sup>th</sup> of each year.

**2.09 2.11 Chapter Bank Accounts**

All dues payable to chapters will be sent only to FDIC approved financial institutions approved by a Chapter's Executive Committee. The account must be in the name of the chapter.

(a) Chapters shall not acquire or use a credit or debit card for the transaction of CSR funds.

**15.(e) Bylaws and Governing Rules Committee**

CSR 4/17/1 MOTION: Sears, second by Jimenez – that the CSR Board of Directors approve the amendments to Governing Rules Sections 9.07(a), 10.03, and 13.04 to read as follows:

9.07 Nominations

(a) Appointment of Nominating Committee

No later than ~~180 days~~ 60 days prior to the ~~Delegate Assembly~~ deadline for that year submitting candidate names to the Corporate office, each chapter president shall appoint a chapter Nominating Committee.

10.03 Delegate Folder

The delegate's folder shall be sent no later than 30 days prior to the opening session of the Delegate Assembly and shall include at least the following:

[no change to subsections (a), (b), (c), (e) and (f)]

(d) a section containing the report of the Chief Financial Officer/Secretary including a copy of the proposed budget in resolution format and a current financial statement. ~~This should be sent no later than 30 days prior to the opening session of the Delegate Assembly;~~

13.04 Meetings

Meetings ~~will~~ shall be held ~~on the day prior to~~ week of the scheduled California State Retirees' Board of Directors Meeting.

CARRIED.

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NOTE: This is not an official report – only an expedient until the official minutes can be printed.