

Business Meeting Minutes
West Central Warden's and Superintendents Association Meeting
September 11/ 2024

- Call to Order
- Introduction of Board Members and Executive Director

- Michelle Smith –Exec Director (retired MN)
- Connie Hackman-President (ND)
- Chris Buesgen-President Elect (WI)
- Mike Heinrichy-Treasurer (IA)
- Steve Weis-Secretary (IA)
- Vendor Contact-Vacant

- Treasure Report

2023 Iowa Starting Balance	\$14,240.40
Sponsors/Registration/Dues:	+ \$24,908.54
<u>Expenses:</u>	<u>- \$33,142.43</u>
Ending Iowa Balance:	\$ 6,006.51

2024 ND Starting Balance	\$ 6,006.51
Sponsors/Registration/Dues:	+ \$28,100.00 (to date)
<u>Expenses:</u>	<u>- \$ 8,464.45 (to date)</u>
Ending ND Balance:	\$25,642.06 (to date)

- Old Business

- Motion to approve minutes of last meeting – Mike Meisner (WI)
 - Second – Chris Buesgen (WI)
 - Vote – All in Favor
- Other old business
None

- New Business

Michelle Smith Executive Director (Retired Minnesota)

- Motion to approve Michelle Smith (Retired Minnesota) – Gino Anselmo (MN)
 - Second – Chris Buesgen (WI)

- Vote – All Approved

1A. Motion to approve Executive Director Reimbursement – Mike Heinrich (IA)

- Second – Mike Meisner (WI)
- Vote – All in favor

2. Nominating Committee Report:

2A. Nominations

- Nominated Chris Buesgen (WI) – President Elect
- Nominate Open – New President Elect
- Nominate Mike Heinrich (IA) (ND) – Treasurer
- Nominate Steve Weis (IA) – Secretary
- Nominate Tim Haines Retired (WI) – Vendor Contract

Motion to approve Executive Board – Chad Pringle (ND)

- Second – Michelle Smith (Retired MN)
- Vote – All in favor

3. Recognition of new members

- All new members from Kansas and Indiana were recognized.

4. Recognition of Past Presidents

- Michael Meisner (WI)
- Mike Heinrich (IA)
- Chad Pringle (ND)
- Gino Anselmo (MD)
- Michelle Smith (Retired MN)
- Colby Braun (ND)

5. Other new business

- The next conference will be held in Wisconsin 2025
- 2026 conference looking at Kansas hosting and will have more information in a few weeks

➤ Adjourn

Motion to approve – Chad Pringle (ND)

- Second – Chris Buesgen (WI)
- Vote – All in favor

**Business Meeting Minutes
West Central Warden's and Superintendents Association Meeting
September 13, 2023**

- Call to Order
- Introduction of Board Members and Executive Director
 - Executive Director- Tim Haines (Retired WI) [Was on Family Leave]
 - President – Mike Heinrich (IA)
 - Past President – Gino Anselmo (MN)
 - President Elect – Connie Hackman (ND)
 - Treasurer - Connie Hackman (ND)
 - Secretary – Steve Weis (IA)
 - Vendor Contact – Michele Wilhelm (NE)
- Treasure Report

2022 Minnesota Starting Balance	\$18,714.38
Sponsors/Registration/Dues:	+ \$25,397.23
Expenses:	- \$29,871.21
Ending Minnesota Balance:	\$14,240.40

As of 09-13-23

2023 Iowa Starting Balance	\$14,240.40
Sponsors/Registration/Dues:	+ \$18,425.79
Expenses:	- \$6,718.04
Ending Iowa Balance:	\$25,948.15

As of 09-13-23 some sponsor money and expenses still outstanding for conferenc

- Old Business
 - Motion to approve minutes of last meeting– Gino Anselmo (MN)
 - Second – Michael Meisner (ND)
 - Vote – All in favor
 - Other old business

None

➤ New Business

1.A Tim Haines (Retired WI) [Family Care]

2023 Report

John Thalacker (Retired IA) filled in for Executive Director Tim Haines (Retired WI) this year as Tim was unable to attend the conference.

John Thalacker reported that he is currently assisting the association on improving the website.

As Tim was unavailable the Executive Director's report is very limited this year.

John Thalacker (Interim), Executive Director.....Sept.13, 2023

- 1A. Motion to approve Executive Director Report – Steve Weis (IA)
- Second – Michele Wilhelm (NE)
 - Vote – All in favor

2. Nominating Committee Report: Chair Mike Meisner (WI)

2A. Nominations

- Nominated Connie Hackman (ND) – President Elect
- Nominate Chris Buesgen (WI) - New President Elect
- Nominate Mike Heinrich (IA) (ND) - Treasurer
- Nominate Steve Weis (IA) – Secretary
- Nominate Michele Wilhelm (NE) – Vendor Contact

Motion to approve nomination for New President– John Galipeau (IN)

- Second – Steve Weis (IA)
- Vote – All in favor

Motion to approve nomination for New Treasurer– Joseph Joyce (ND)

- Second – Gino Anselmo (MN)
- Vote – All in favor

3. Recognition of new members

- All new members and attendees were recognized.

4. Recognition of Past Presidents

- Michael Meisner (WI)
- Tim Haines (WI)
- Chad Pringle (ND)
- Michele Wilhelm (NE)
- Gino Anselmo (MN)

5. Other new Business

- The next conference will be held in North Dakota on September 9 - 12, 2024.
- The site location will be announced in the near future.
- Discussion on increasing the price for vendors by \$500.00.
- Discussion was held on reminding participants that there is a \$25.00-dollar membership fee. That is not included in the conference fees.

➤ Adjourn

Motion to approve – Tracy Belts (MN)

- Second – Kathy Halvorson (MN)
- Vote – All in favor

Business Meeting Minutes
West Central Warden's and Superintendents Association Meeting
September 15, 2022

- Call to Order
- Introduction of Board Members and Executive Director
 - Executive Director- Tim Haines (Retired WI)
 - President – Gino Anselmo (MN)
 - Past President – Michele Wilhelm (NE)
 - President Elect – Mike Heinrich (IA)
 - Treasurer - Connie Hackman (ND)
 - Secretary – Steve Weis (IA)
 - Vendor Contact – Michele Wilhelm (NE)

➤ Treasury Report

2021 Nebraska Starting Balance	\$17,741.75
Sponsors/Registration/Dues:	+ \$29,014.11
<u>Expenses:</u>	- \$28,025.48
Ending Nebraska Balance:	\$18,730.38

2022 Great Western Bank sold to First Interstate Bank: Changes completed

2022 Minnesota Starting Balance \$18,730.38
Sponsors/Registration/Dues: + \$ Undetermined
Expenses: - \$ Undetermined

As of 09-14-22 checkbook balance is \$14,250.63

As of 09-14-22 we have outstanding expenses and sponsor money to receive.

Motion to Approve – John Thalacker (Retired
IA)

- Second – Steve Weis (IA)
- Vote – All in favor

➤ Old Business

- Motion to approve minutes of last meeting– Tim Haines (Retired WI)
 - Second – Mike Heinrich (IA)
 - Vote – All in favor
- Other old business

None

➤ New Business

1.A Tim Haines (Retired WI)

2022 Report

Due to me being new in my role and all of John Thalakers assistance this year, I asked the board to approve reimbursement for John's hotel costs. The Board approved.

Challenging year, with circumstances from other states we asked Minnesota to host at last year's conference but did not know who the President would be. Gino Anselmo accepted the role and his team did a bang up job.

This was also the first year with Michele Wilhelm in her new role as Vendor contact. Her role continues to add value to our organization but can have duties changed to streamline processes. Michele also did a great job in her first year in this role.

Website- John Thalacker paid for another 5 years to keep our domain name westcentralwardens.com. I will follow up with Go Daddy and possibly NAAWS for a contact person to assist with Website updates to make it more usable. Lance Taylor from Project Play was a very good person for this but he and possibly his organization are no longer available to us.

Great Western Bank has been bought out and we have a new bank contact person but transition was fairly seamless once we got our updated information to them.

Historic records will be placed on at least 2 zip drives. The idea is to have scrolling photos being played in the background of the conference room. John is also busy sorting out the photos, programs etc. and sending them to the WCWSA President of each identified year. This will incur some minor postage and materials costs.

A Press release will be forward to each state's Public Information Officer to announce new board members to recognize board members and also help with reminding people the organization exists.

2022 Conference team led by Gino, Sherry and Carla did a great job! They have worked on providing an updated planning guide to assist Iowa next year and others in following years. Thank you!

Plaque- In keeping with the long time tradition of WCWSA, we purchased a plaque recognizing Warden Gino Anselmo as the President. New vendor was used closer to my home but the plaque remained almost exactly the same.

We will continue the Memorial Service. John will do this again next year in Iowa. He will find a contact from each state to share information needed.

Finally, our constitution and by laws require an annual review of the Executive Director's position. This is my first year and I would be happy to continue, should you decide to keep me.

Tim Haines, Executive Director.....Sept.13, 2022

1A. Motion to approve Executive Director Report – Connie Hackman (ND)

- Second – Steve Weis (IA)
- Vote – All in favor

2. Nominating Committee Report: Chair Mike Meisner (ND)

2A. Nominations

- Mike Heinrich (IA) – President Elect
- Nominate Connie Hackman (ND) - New President Elect
- Nominate Connie Hackman (ND) - Treasurer
- Nominate Steve Weis (IA) – Secretary
- Nominate Michele Wilhelm (NE) – Vendor Contact

Motion to approve nominations – John Thalacker (Retired IA)

- Second – Tim Haines (Retired WI)
- Vote – All in favor

3. Recognition of new members

- All new members and attendees were recognized

4. Recognition of Past Presidents

- Michael Meisner (ND)
- Tim Haines (WI)
- Chad Pringle (ND)
- Michele Wilhelm (NE)
- Michelle Smith (MN)

5. Other new Business

- The next conference will be held in Iowa City Iowa on September 11, through 14, 2023
- Will send out conference information to past presidents who have hosted conferences ov
- The Annual Board Meeting will be held on the Wednesday 11:30 a.m. prior to lunch being

Motion to approve – Steve Weis (IA)

- Second – Connie Hackman (ND)
- Vote – All in favor

➤ Adjourn

Motion to approve – Tim Haines (Retired tired WI)

- Second – Steve Weis (IA)
- Vote – All in favor

Business Meeting Minutes
West Central Warden's and Superintendents Association Meeting
September 15, 2021

- Call to Order
- Introduction of Board Members and Executive Director
 - Executive Director- John Thalacker (IA)
 - President – Michele Wilhelm (NE)
 - Past President – Kris Weitzel (IA)
 - President Elect – Open
 - Treasurer - Connie Hackman (ND)
 - Secretary – Steve Weis (NE)
 - Vendor Contact – Tim Haines (WI)
- Treasure Report

2018 Wisconsin Starting Balance \$6,295.24

Sponsors/Registration/Dues: + \$17,770.00

Expenses: - \$11,865.05

Ending Wisconsin Balance: \$12,200.19

2019 South Dakota Starting Balance \$12,200.19

Sponsors/Registration/Dues: + \$14,350.00

Expenses: - \$11,519.24

Ending South Dakota Balance: \$15,030.95

2020 Iowa Starting Balance \$15,030.95

Sponsors/Registration/Dues: + \$3,000.00 Summit Foods from SD

Expenses: - \$289.20

Ending Iowa Balance: \$17,741.75

2021 Nebraska Starting Balance \$17,741.75

Sponsors/Registration/Dues: + \$22,050.00

Expenses: - \$5,285.68

Ending Nebraska Balance: \$34,506.07

Large outstanding bills yet for conference I will update when I reconcile the checkbook.

- Motion to
Approve – Steve
Weis (IA)
- Second – John
McAdore (AZ)
- Vote – All in
favor

➤ Old Business

- Minutes of last meeting
 - Motion to
Approve – Steve
Weis (IA)
 - Second – John
McAdore
 - Vote – All in
favor
- Other old business

None

➤ New Business

1.A John Thalacker

2021 Executive Director Report

- Web site services: Information was provided to the staff of www.corrections.com since mid-October 2012, to update the association website. This service is provided at no cost in exchange for conference vendor space if they decide to use it. Thus far, they have not attended. In January of 2017, our previous web site domain expired. In consultation with the Executive committee, a new domain name (westcentralwardens.com) was purchased. **We have secured the new name for one more year.** The Secretary will be provided the user name, password and pin number as well as the account number for future reference and re-submission in the coming year.
- Vendor contact: 2012-13 is the first year that the Association (rather than the hosting state) had a single contact with potential vendors at the

conference. It is hoped that this position would have three benefits for the association:

- Provide ongoing continuity with vendors from year to year to develop continuity for both vendors and WCWSA,
 - Remove any question of propriety by an organization president, who might have business dealings with a specific vendor,
 - Lessen the workload of the president planning the annual training.
- In exchange, the Vendor Contact is provided registration, membership, and conference travel expenses. At least a 4-5 year commitment was needed to meet the above objectives. Tim Haines (WI) was appointed by the Board to the post in 2018. The Executive Committee should continue to look at how this position can be most effectively utilized. It is strongly suggested that that each President of the Association assign someone from their local team to work with the VC as co-contacts for vendor issues.
 - Bank contact: Great Western Bank in Fort Dodge, IA has an up-to-date listing of members of the Association authorized to expend funds. With my retirement from this post, I would recommend the bank account be moved to the physical location of the new Exec. Director. I have spoken with the Great Western representative as to the best method to make this change. When other persons are added/ removed from the Executive committee, the bank needs to be consulted regarding the process for authorization for the new signatures'. That can best happen if the Exec. Dir. and bank are in the same community.
 - Historical record: A printed and pictorial summary of events and speakers at the WCWSA 2019 training was created. Albums containing the conferences since 2006 are available for viewing in the Hospitality Room.
 - Press releases – Per the 2016 conference, press releases are to be sent to the DOC PIO's (Public Information Officers) after the conference announcing the persons elected. Those selectees' are to let the Ex Dir. know whom to contact. Notices were not sent out in 2020
 - 2021 conference: Warden Michele Wilhelm and staff of the Nebraska DOC deserve the credit for an outstanding conference! I encouraged the use of the 2006 planning guide and reviewed the agenda with minor suggestions offered.
 - Plaque - In keeping with a long-standing tradition of WCWSA, I arranged for the purchase of a plaque for the President. In addition, a plaque was purchased and presented to Kris Weitzell (IA), President in 2020 at her retirement in June of 2021.
 - Expenses: Minimal expenses not previously approved (phone, trips to the bank, etc.) were incurred during the last two years and no claim will be made for them.
 - A personal check of \$100 was sent with condolences from the WCWSA to each of the families of Lorena Shulte and Robert Mc Farland after the staff members were murdered in Iowa. Travel to the retirement of President Weitzell was also done without the prior approval of the

Executive Committee. Whether or not you should choose to reimburse for these items is up to you.

- Memorial service: A volunteer in each state is needed to be the contact point annually to advise me of the passing of former or current warden's or deputies. Current volunteers are (Chad Pringle- North Dakota; and Michelle Smith- Minnesota; Due to retirements Iowa, WI, SD and NE did not have a designated contact.
- During the last few years, I have been looking at ways this excellent training conference get be made more available to wardens in neighboring states. With that in mind, I made contact with the American Corrections Association (ACA) to see about WCWSA becoming an affiliate. Two levels are possible: "Affiliate with Representation" and "General Affiliates" Details of each were shared with the Board and are as follows: The details are as follows:

"Affiliate with Representation" are those associations representing a major professional or geographical discipline in corrections or related field that pay annual dues to support ACA.

One of the benefits of being an "Affiliate with Representation" is the opportunity to vote and have a voice in the future of corrections within the Delegate Assembly.

Supporting each other is important to ACA and the corrections family.

We stay informed of current issues facing all professionals working in the corrections arena where we are affiliated.

As an "Affiliate with Representation," you will enjoy additional benefits that are outlined in the contract.

The annual membership fee for this type of affiliation is \$150.

"General Affiliates" are those associations representing a major professional or geographical discipline in corrections or related field who want to be associated ACA. There is no cost for being a "General Affiliate," but you will not receive any of the benefits outlined in the contract, including representation before national legislative bodies and voting privileges within the Delegate Assemble that the "Affiliate with Representation" receive. The WCWSA Board in the past had recommended we become an affiliate. My contact with ACA has not been successful in moving this forward and no effort was made during the past two years to regenerate interest in becoming an affiliate.

- Forward planning: In that same vein, the Regional Directors and Secretaries of Corrections were approached 8 years ago and gave their general support for moving the training state to state and not asking only a few states to carry the training burden for wardens all the time. A schedule was shared that would entail each state being a host every 8-10 years. Members of the Directors group come from Kentucky, Ohio, Michigan, Missouri, Iowa, Kansas, Nebraska, Illinois, Wisconsin, Minnesota, North and South Dakota. The reality is that Directors and Secretaries change with some frequency and it is therefore Wardens and Deputies who must carry the impetus for their own professional development. I am extremely pleased that South Dakota

and Nebraska wardens have stepped forward to lead in the last few years. Previous reports have detailed the many efforts to encourage other states to commit to hosting this training. I have expressed my concern that too few states were being asked to host too often. In 2016, the leadership of the association was quite firm in their opinion that the training should continue on, even if only 4-5 states host.

- The constitution requires an annual review of the Executive Director's position. At the conclusion of this conference, I will be vacating this post. I would recommend the Association continue the position of Executive Director. Therefore, I am recommending to the Executive Committee and membership that Tim Haines of WI be your new Executive Director. In addition to having been a past President and Vendor Contact, Tim has a more important attribute --a passion for the training and education of wardens. Further, I would recommend Michele Wilhelm for the position of Vendor Contact.
- Finally, it has been my pleasure and challenge to serve as your Executive Director for these 16 years. I have thoroughly enjoyed getting to know all the men and women from the various states and to share in your struggles and opportunities. I wish you all well and plan to see you next year in Iowa!

John Thalacker
Executive Director
September 15, 2021

1A. Motion to approve Executive Director Report – Steve Weis (IA)

- Second – John McAdore (AZ)
- Vote – All in favor

1B. Motion to elect Tim Haines as Executive Director – Steve Weis (IA)

- Second – Steve Foster (ND)
- Vote – All in favor

2. Nominating Committee Report: Chair Mike Meisner (ND)

2A. Nominations

- Nominate Mike Heinrich (IA) - New President Elect
- Nominate Open (Minnesota Representative) - President
- Nominate Connie Hackman (ND)- Treasurer
- Nominate Steve Weis (IA) – Secretary
- Nominate Michele Wilhelm (NE) – Vendor Contact

- Move to close nominations – Steve Weis (IA)
 - Second – John McAdore (AZ)
 - Vote – All in favor
3. Recognition of new members
- All new members and attendees were recognized
4. Recognition of Past Presidents
- Michael Meisner (ND)
 - Tim Haines (WI)
 - Chad Pringle (ND)
5. Nomination was approved to reimburse Executive Director John Thalacker for donations for expenses to the families of the two Iowa Department of Corrections staff member's that were murdered on March 23, 2021.
6. The next meeting location will be accounted by Executive Director – Tim Haines
- Other new Business
- Recognition of past members who have passed.
- Adjourn
- Motion –
Jimmy King
(AL)
 - Second – Guy
Noe (AL)
 - Vote – All in
favor

ARTICLE IV – MEMBERSHIP

Individuals and organizations shall be admitted to membership in the Association as provided in the By-Laws.

ARTICLE V – AMENDMENTS

This Constitution may be amended at any Business Meeting of the Association by a vote of two-thirds of the members present at the meeting, provided that a copy of the proposed change has been forwarded to all members in the Association, in writing, electric communications or by publishing in the official newsletter of the Association, at least thirty (30) days prior to the Meeting.

BY-LAWS

ARTICLE I – MEMBERSHIP

SECTION 1 - Full membership in the Association shall be open to and comprised of wardens, superintendents, deputy wardens, deputy superintendents or like titled persons in correctional institutions and/or facilities in the United States, Canada or Mexico. Associate membership in the organization can be held by any person who contributes to the furthering of the organization. Candidates for Associate membership must be screened by the Board of Directors, prior to the annual meeting, and their names presented for a vote of the membership.

SECTION 2 - Dues shall become payable prior to the Annual Conference Business Meeting. Failure to pay dues within six months of the annual conference will result in the cancellation of membership.

SECTION 3 - Any person joining the Association as a new member after the Annual Conference, upon payment of appropriate dues for membership, will be a paid-up member through the period ending with the start of the next Annual Conference.

ARTICLE II – MEETINGS

SECTION 1 - Any state or sovereignty is entitled to host the Annual Conference.

SECTION 2 - Written notice of each meeting of the members, stating the place, date and hour of the meeting shall be given through publication in the official newsletter of the Association, listing on the Associations website or through special mailing at least sixty (60) days prior to the meeting.

SECTION 3 - Voting privileges are limited to wardens, superintendents, and past presidents or persons of like title in the United States, Canada and Mexico. Such member is entitled to one vote on each matter submitted for consideration to the vote of the members. Any action to be taken requires a majority vote of the members, unless otherwise required by the Constitution and By-Laws.

SECTION 4 - The order of business at all meetings of the Association shall be determined by the President of the Association, or such persons as the President may designate, in accordance with standard parliamentary procedure. In case of question, Robert's Rules of Order shall govern.

ARTICLE III – ELECTIONS

SECTION 1 - Elections shall be held at the time and place of the Annual Conference Business Meeting.

SECTION 2 - A Nominating Committee comprised of past Presidents (appointed by the President) shall nominate officers for election by the membership. Nomination of officers for election to Association positions may also be made and seconded from the floor.

SECTION 3 -The Association shall have a President, Vice President, Treasurer, and Secretary. The President shall serve a one year term. The Vice President shall serve a one year term and assume the responsibilities of the office of President in the absence of the President. The Vice President shall be the President Elect and will succeed as the President. The Treasurer shall serve a three year term. The Secretary shall serve a three year term. All officers of the Association shall be elected by a majority of the voting members at the Annual Conference Business Meeting. Officers must be active wardens or superintendents or of like title in positions in correctional institutions at the time of election in order to remain in office. Terms of offices are for one or three years as noted above and commence and end with the Annual Conference Business Meeting.

SECTION 4 - An emergency election by mail or email of the voting members shall be conducted in the event that the President or Vice President vacates the office prior to the Annual Conference. The responsibility of such an election shall rest with the Past President. In the event the Secretary/Treasurer vacates his/her office prior to the Annual Conference, the President shall appoint a person to the position to serve until the next election.

SECTION 5 - A new member state or sovereignty may be admitted to the Association at an Annual Conference Business Meeting. If the motion for admittance is accepted and passed, the new member state or sovereignty shall have privileges, to include voting, as other member states or sovereignties.

ARTICLE IV – MANAGEMENT AND BOARDS

SECTION 1 - A Board of Directors shall be established and comprised of the current President, Vice President and the immediate Past President, Treasurer, Secretary, and Executive Director. The Chair shall be the current President.

SECTION 2 - All elected officials and members of the Board of Directors must be in good standing with the Association. A member shall be of good standing when the appropriate Association dues are paid for the current year.

SECTION 3 - The president may appoint an Executive Director with the approval of the Board of Directors. The Executive Director serves at the pleasure of the Board of Directors. The Executive Director will be appointed for a one-year period. The one-year period will begin at the annual business meeting. Each year at the annual business meeting a decision will be made as to continuation of the position.

ARTICLE V – DUTIES

SECTION 1 – The duties of the Board of Directors:

- a) Annually review membership classification and dues policy for presentation to the voting members at the Annual Conference.
- b) Govern the property and affairs of the Association. The Board shall authorize and cause to be kept a statement or record of policies enacted and current budgetary records. Each entry shall carry the date of approval and designate whether by Board, or Conference, or both.
- c) The Board shall seek voting member revision suggestions of the Constitution and By-Laws, by mail, at least ninety (90) days prior to the Annual Conference.
- d) Assist the President in the coordination and establishment of the Annual Conference.
- e) Hold emergency elections, by mail, of the voting members in the event the President or Vice President vacates office.
- f) Appoint persons to serve in the positions of Secretary/Treasurer until the next Annual Conference in the event this office is vacated.

SECTION 2 – The duties of the President are:

- a) Assume all responsibilities of the Annual Conference, including invitation of members and guests and coordination of the conference program. Provide a copy of all attendees and vendors to the Treasurer, Secretary, and Executive Director.
- b) Serve as Chairperson of all meetings of the Association.
- c) Serve as Chairperson of the Board of Directors of the Association.
- d) Appoint committees as necessary and appropriate.
- e) Keep the Board members continually and fully informed concerning the affairs of the Association.
- f) Open any deposit or share account with authorized signatures from no less than two of the following officers: President, Treasurer, or Executive Director.
- g) Endorse checks/orders for payment or withdraw or transfer funds
- h) Perform such other duties as may be assigned by the Board of Directors.

SECTION 3 – The duties of the Vice President are:

- a) Assume all responsibilities of the office of President in the absence of the President.
- b) Assist and advise the President in the affairs of the Association.
- c) Keep as aware as possible of the current state of the affairs of the Association.

- d) Maintain order and decorum at the formal meetings of the Association.
- e) Endorse checks/orders for payment or withdraw or transfer funds
- f) Such other duties as may be assigned by the Board of Directors.

SECTION 4 – The duties of the Past President are:

- a) Assist and advise the President in the affairs of the Association.
- b) Keep as aware as possible of the current state of affairs of the Association.
- c) Such other duties as may be assigned by the Board of Directors.

SECTION 5 – The duties of the Treasurer are:

- a) Receive and authorize disbursement of all funds of the Association, as dictated by the Board of Directors.
- b) Keep up-to-date records of receipts and disbursements.
- c) Submit a list of disbursements quarterly to the President for approval prior to payment.
- d) Submit a semi-annual summary of the Association funds for publication in the Association newsletter.
- e) Close the books of the Association and submit the budget report to the President by October 15th of each calendar year.
- f) Present a financial report at the Annual Conference.
- g) Open any deposit or share account with authorized signatures from no less than two of the following officers: President, Treasurer, or Executive Director.
- h) Endorse checks/orders for payment or withdraw or transfer funds.
- i) Enter into written lease for starting, etc, stopping Safe Deposit box at bank.

SECTION 6 – The duties of the Secretary are:

- a) Assist and advise the Board of Directors as a resource person in the affairs of the Association.
- b) Keep the general records (or other copies thereof) of the Association.
- c) Record the names of member institutions, guests, and the institutions or organizations, which they represent.
- d) Bring the records of the Association to each Annual Conference.

Section 7 - The duties of the Executive Director are:

- a) Serve as historian of the Association.
- b) Serve as Liaison to the bank and coordinate obtaining signature cards from association's bank, garner signatures of officers, return same to bank
- c) Compile and distribute newsletter, providing the members supply sufficient information to generate a newsletter.
- d) Provide information on changes to Web sponsor.
- e) Maintain current and accurate lists of memberships and vendors.
- f) Make a report to the membership of events of Association interest and other activities.
- g) Submit expenses for attendance to approved conferences and other expenses approved by the Board.
- h) Perform other duties as required by the Board and report to the President.
- i) Open any deposit or share account with authorized signatures from no less than two of the following officers: President, Treasurer, or Executive Director.
- j) Endorse checks/orders for payment or withdraw or transfer funds
- k) Enter into written lease for starting, etc, stopping Safe Deposit box at bank.

Section 8 - The duties of Vendor Contact are:

- a) Based on previous conferences and with input of the hosting President, contact vendors who might be interested in participating in the annual training conference.
- b) Provide and outline of fees for presentation space.
- c) Submit expenses for attendance to approved conferences and other expenses approved by the Board
- d) Perform other duties as may be assigned by the Board.

ARTICLE VI – FUNDS

No funds of the Association shall be loaned to any director or officer of the Association; or to any firm, association or other entity in which any director or officer of the Association holds interest.

The Association may receive funds as donations; however, no obligation exists to any person or organization as a result of donation of funds to the Association.

The Association will maintain an account with a financial institution. The minutes of the Annual Conference Business Meeting will reflect resolutions regarding the agents authorized to exercise specific

powers over the accounts. Annually resolutions will reflect the changes in the leadership of the Association and corresponding powers over the account.

ARTICLE VII – AMENDMENTS

The By-Laws may be amended at any Annual Conference Business Meeting of the voting members by the affirmative vote of two-thirds of the voting members present.

ARTICLE VIII – GUESTS

The President is assigned the responsibility of inviting associate members and guests to the Annual Conference. All such persons will be required to pay registration costs, as well as other accumulated costs as they may incur.

ARTICLE IX – HONORARY MEMBERSHIP

All former members of the Association who retire or are promoted may be proposed for honorary membership. Any member can approach any elected officer and recommend a former member for honorary membership. Former members who are proposed for honorary membership shall be granted status after being endorsed by a majority of the voting members at the next business meeting.

Honorary members who have been promoted will be required to pay annual dues. Honorary members who have retired will not be required to pay annual membership dues to the association.

(Revised 9/2006, 10/2012, 10/2013)