

**The Bulldog Club of America**  
**Division Treasurer**  
**Summary of Duties and Responsibilities**

Updated ~~October 11, 2017~~~~November 23, 2016~~ and marked to show changes ~~from prior years~~~~since 2015~~ version

**Upon Assuming Office**

- Ensure that all financial accounts are updated to reflect current officers as authorized signers. Retain copies of all bank resolutions and signature documents submitted.
- Ensure that the mailing address has been changed to reflect your address:
  - On all financial accounts.
  - With all insurance brokers and on all insurance policies.
- Ensure that a final Financial Report for the prior year has been prepared by and received from the outgoing Division Treasurer unless it has been mutually agreed that will be your responsibility. Arrange the required Division financial audit (as required below) with the outgoing Division Treasurer.

**During Term of Office**

**Financial Reporting & Administration**

- For each Board of Governors meeting, prepare a Financial Report to include at a minimum an Income Statement and a Summary of Financial Assets, both statements to be in a format as agreed by the Division Board of Governors. Also, at the first quarterly meeting of the Division Board of Governors, present a Financial Report for the full year ending December 31 for the just concluded year.
- Maintain schedules summarizing all receipts and disbursements for each operating activity account by the appropriate income and expense categories, detailing receipts by each deposit to the account and disbursements by each check written and each charge against the account, and maintain records of all receipts, by each deposit, and disbursements, by the appropriate income and expense categories, including documentary evidence for all expenditures. Because BCA's records are maintained on a "cash basis", each account's beginning balance, plus all income and minus all expenses, must equal its ending balance.
- Each Division is required to conduct an audit of its prior year financial results during the first quarter. That audit shall be conducted by at least one member who is not on the Board and who is not a direct relative or financially associated with the Division Treasurer. The report from such audit is to be presented to the Division Board at its second quarter meeting and must be provided to the National Treasurer upon request. The National Treasurer can request that such report be provided with the Division's Form 990 Questionnaire referenced below.
- Provide all information for preparation of BCA's annual income tax return requested by the National Treasurer in the Form 990 Questionnaire by March 31 to allow for timely filing of the return.
- Ensure that all excess Division operating funds are at all times maintained in interest bearing accounts earning a market rate of interest consistent with the conservative risk tolerance level of the Division.

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- Ensure that all checks written for amounts in excess of the amount established by the Division Board of Governors (no greater than \$2,500\*) have two signatures.
- Ensure that all checking accounts are reconciled each month by a party other than the Division Treasurer or any other authorized signer, and that that person initials and dates the reconciliation.\*
- Obtain and maintain an adequate supply of the following for the needs of the Division:
  - Membership applications (in the current format as determined by the BCA National Council).
  - Membership renewal forms.
  - Constitution and By-Laws.

**Insurance**

- Ensure that all Division insurance coverages are maintained in force. If desired, confirm with the National Treasurer that the BCA National liability, crime and directors and officers insurance policies continue to provide coverage for the Divisions.

**Membership Renewals**

- Annual dues notices are to be mailed to all Division members, including any member suspended by BCA at the time, not earlier than December 1 and not later than December 31. Notices should be accompanied by sufficient instructions for completion and return, to include the amount due and the name and mailing address of the Treasurer, or the Incoming Treasurer if the Treasurer's term of office is ending, and should indicate that the renewal must be postmarked not later than January 31 in order to be accepted as a valid renewal. Any membership renewal postmarked after January 31<sup>st</sup> and received by the Division Treasurer before the end of February can be accepted by the Division Board as a new member application and such membership approved using the renewal form.
- Any Division members known to owe any monies to either the Division, BCA National, or the host organization for the National Show, are to be notified that their membership will not be renewed until all financial obligations have been satisfied, and their membership is not to be renewed until notice has been received from the organization owed that the obligations have been satisfied.
- Any renewals received after the end of February are to be returned to the sender indicating that he or she is no longer a member, accompanied by a New Member Application which must be completed in order for that person to rejoin BCA.
- Membership renewal information required to be furnished to the BCA National must be accompanied by the form or be in the format as prescribed by the National Treasurer, and must be sent so as to be received by the National Treasurer not later than March 15. This should include:
  - A copy of all Membership Renewal forms, in alphabetical order, separated between US and foreign members.

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- An alphabetical listing of all renewing members, including their name, address, telephone number with area code and any e-mail address, separated between US and foreign members.
- Payment of BCA National's portion of membership dues (75% at present) and all mailing fees as appropriate for each category of renewing member (i.e. US, Canada and Mexico, other foreign).

**New Members**

- Applications for membership are to be considered only if received on the Membership Application form currently in effect as prescribed by the BCA National Council. This includes any application for membership received from a former member, including one who membership renewal was not timely submitted (except that as stated above a renewing member who has missed the January 31 deadline for renewal can be approved as a new member by the Division Board on a renewal application as long as such application is received by the Division Treasurer before the end of February).
- New member information required to be furnished to BCA National must be accompanied by the form or be in the format as prescribed by the National Treasurer, and should be submitted within 30 days following the meeting of the Division Board of Governors wherein the new members were accepted (provided that any new members approved in the first quarter need not be sent any earlier than March 15). All information and payment detail specified under Membership Renewals above should be furnished, substituting Membership Application where Membership Renewal is specified.

**Member Clubs Dues**

- Member club dues are payable to the Division Treasurer no later than March 31 in an amount to be established by the Council (\$40 as of 11/15), and the Division Treasurer is to remit the National Club's portion of such dues as established by the Council (75% as of 11/15) to the National Treasurer by April 30. The Division Treasurer should send a membership renewal or some other reminder to each member club to ensure timely payment of such dues and the amount thereof.
- The Council shall also prescribe the penalty to be assessed by the Division Treasurer for any member club that fails to pay such dues by April 30 (\$50 penalty at present). Any penalty collected should be allocated between the Division Club and the National Club as directed by the Council, with the National Club's portion (same as preceding paragraph) remitted promptly by the Division Treasurer (with the appropriate portion of the related member club's dues) as soon as possible after collection.

**Membership Reporting**

- Keep an ongoing schedule of the number of members by category (i.e. US, Canada and Mexico, other foreign) and ensure that the member count, when extended by the appropriate dues amount retained be the Division, equals the total amount reported as membership dues in the Financial Report. This schedule should also include, as a

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## Division Treasurer

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separate category, the number of Division member specialty clubs, which are considered members of BCA, as well as member transfers into and out of your Division during the year.

- Prepare a Membership Report for the year ending December 31, on the basis indicated above, to be agreed with the National Treasurer. (The voting member count for the year ended December 31 of even numbered years is the basis for the number of Councilors to be elected in odd numbered years from each Division for the next biennium). On each year end Membership Report that the Division Treasurers are required to provide to the National Treasurer, the report shall indicate for the Canada/Mexico members and for the other foreign members, ~~(i)~~ the names and number of members in each category who were initially approved for membership on or before July 12, 2012 and have been continuously a member since that date. The names of these members shall be maintained by the National Treasurer on a roster of voting foreign members so that the Club shall at all times have a record of each voting foreign member. No foreign member approved for membership after July 12, 2012 is eligible to vote on Club matters. In addition, the Division Treasurer shall provide in the year-end Membership Report- and (ii)- the number of members in each foreign member category who were initially approved for membership after July 12, 2012 or had not been continuously a member since that date and. The National Treasurer will subtract this number of members for each Division under (ii) above in the membership summary for even-numbered years used to certify the number of voting members in each Division as the basis for the number of Councilors to be elected the following year in each Division.
- The BCA Divisional Bylaws require that the Division Treasurer keep a record of members. As part of this, the Division Treasurer shall update and maintain the Division membership lists on the BCA website each quarter or more often as needed.

#### The Bulldogger

- It is the responsibility of the Division Treasurer to submit to The Bulldogger editor or its designee the membership list for mailing each Bulldogger to all Division members, unless agreed within the Division that this will be the responsibility of another member of the Board of Governors. The list should be submitted to the The Bulldogger editor or its designee within the timeframe for mailing of each issue as established by the editor.
- The Division Treasurer shall provide the Membership Directory Chair or The Bulldogger editor, as requested, with the information necessary for each Division member in order that BCA may print its triennial membership directory.
- The Division Treasurer is responsible for mailing to new members issues of The Bulldogger that were published during the year prior to their having become members. This does not apply to a member rejoining BCA who was a member in the previous year but who failed to meet the deadline for renewing their membership by January 31. The Division Treasurer may request reimbursement for any reasonable mailing costs from the National Treasurer, so long as any such request includes any supporting detail as may be requested by the National Treasurer.

#### Awards

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- It is the responsibility of the Division Treasurer to request the plaque furnished by BCA National for the Division Specialty Show from the Chairman of the Awards Committee, unless agreed within the Division that this will be the responsibility of another member of the Board of Governors.

**At End of Term of Office**

- Ensure that the Board of Governors, at its meeting preceding the end of your term of office, passes a resolution (which must be reflected in the Minutes of the meeting) authorizing the Treasurer to take all necessary action to transfer all financial accounts to the incoming officers at the beginning of their term of office.
- Assist the incoming Treasurer with transfer of signature authority to incoming officers (for an effective date of January 1) on all financial accounts (outgoing Treasurer to remain on his/her operating checking account for purposed of transferring the closing balance when appropriate).
- Unless the incoming Treasurer intends to use the same operating checking account as the outgoing Treasurer, close that account as soon as practicable, but not later than January 31, and transfer the balance to the incoming Treasurer for deposit into a new operating checking account for the Division.
- Do not disburse any funds after the December 31 ending your term of office other than as needed to transfer any account balance to the incoming Treasurer.
- Prepare a final Financial Report for the year ending December 31 at the conclusion of your term of office and with respect to such Financial Report, comply with the Division audit requirement as set forth above.
- Complete the schedule of membership for the just concluded year, or assist the incoming Treasurer with doing so.
- Notify each of the following of the mailing address of the incoming Treasurer:
  - The holders of all financial accounts.
  - The brokers through which all insurance policies are issued.
- Transfer all files and records as soon as practicable to the incoming Treasurer, but not later than January 31 (provided that reasonable arrangements should be made as necessary to ensure compliance with the Division audit requirement as set forth above).

*\* This is a requirement of the BCA Crime insurance policy.*