

DUTIES OF STATE TREASURER

The State Treasurer shall:

1. Have custody of the funds of the Tennessee State Society.
2. Be responsible for the collection and transmittal of dues to the National Society and the local Chapters.
3. Send a notice to each member of dues owed not later than 1 October of each year.
4. By 15 November of each year send to each Chapter President a list of their members paid and unpaid for the upcoming year.
5. Send a follow-up dues notice to each unpaid member by 1 December of each year.
6. Send reports of the paid and unpaid status of all active members to the local Chapter Presidents, District Vice-Presidents, State and local Membership Chairmen and the State President on 31 December at the completion of the dues collection period.
7. Work with the State Secretary on the mailing of dues notices, the recording of dues payments, the status reports to the Chapters and Board of Governors and in the preparation and submission of the Annual Report.
8. Transmit the final dues collected to the National Society in coordination with the submission of the State's Annual Report.
9. Remit to the local Chapters their portion of the membership dues semiannually by April and October.
10. Prepare and submit an annual financial report at the Annual Meeting and provide quarterly financial reports to the Board of Governors at their quarterly meetings.
11. Work with the Finance Committee to prepare annual Operating and Youth Fund budgets and maintain records of all expenditures by line-items shown in each budget.
12. Invest excess funds as directed by the Board of Governors.
13. Pay all bills and expenses incurred by the State Society and require receipts by all individuals and companies requesting payments with State

funds.

14. Prepare and submit annually the Form 990 for the IRS.