



**2018 MID-WINTER CONFERENCE  
INSPECTOR GENERAL SEMINAR  
FEBRUARY 26, 2018**

**“C&B 101”**



## C&B 101 - Departments

*The supreme authority of a department is vested in the department convention. Decisions of a department between department conventions are made by the DEC.*



## C&B 101 - Departments

- Departments must annually elect a commander, sr. vice commander, one or more jr. vice commanders and shall elect or appoint an adjutant, state inspector and treasurer as outlined in Article 8, Section 8.3.
- Officer Reports submitted within 10 days.
- Changes throughout the year requires a new Officer Report.



## C&B 101 - Departments

- Annual Financial Reports must be submitted prior to September 30<sup>th</sup> in accordance with Article 8, Section 8.4.
- All departments must file with National.
- Income over \$300,000 requires a CPA Review.



## C&B 101 - Departments

- Districts within a department and the state at-large chapter are not chartered entities and have no authority or powers as per Article 8, Section 8.7.
- No fundraising and no financial accounts.



## C&B 101 - Departments

- Fundraising activities are governed by Article 15, Section 15.2.
- Disciplinary action is outlined in Article 16 and NEC Regulation 6.
- Incorporations and affiliations are controlled by Article 17.
- Departments control and monitor the activities of their local chapters in accordance with NEC Regulation 8.



## C&B 101 - Chapters

- Chapters must adopt and maintain its own bylaws as outlined in Article 9, Section 9.1.
- Chapters must annually elect a commander, sr. vice commander and one or more jr. vice commanders. An adjutant and treasurer must be elected or appointed.
- Chapter Officer Reports must be submitted within 10 days to the department and National Organization as per Article 9, Section 9.2.
- Changes through the year requires a new COR.



## C&B 101 - Chapters

- Initial membership of a chapter is governed by Article 11, Section 11.2. Transfers are governed by Article 11, Section 11.8.
- Incorporations and affiliations are controlled by Article 17.
- Use of membership information is strictly controlled by Article 19, Section 19.2.





## C&B 101 - Chapters

- Fundraising activities of chapters are governed by Article 15, Section 15.3
- Annual Financial Reports must be filed by September 30<sup>th</sup> each year as per Article 9, Section 9.3.
- All chapters must file with their department. Chapters with more than \$10,000 income must file with National.
- Chapters over \$300,000 must have CPA Review.



# INSPECTOR GENERAL SEMINAR

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Q&A

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