

**Kansas Section  
Society for Range Management**

**Guidelines for the**

**Ex-Officio  
Treasurer**

**Authorization:** See Bylaws: Article II, Section 2.

**Election and Tenure:** See Bylaws: Article II, Section 2.

**Responsibilities:** See Bylaws: Article IV, Section 2,5; Article V, Section 1-2; Article VIII, Section 1; Article XI, Section 3-4.

1. Receives all payments for dues, fees, and assessments owed to the Section.
2. Pays all debts of the Section as required by the Board of Directors.
3. Maintains accurate records of all Section financial transactions in the Treasurer's book.
4. Prepares and presents a Treasurer's report and financial statement at all Board of Directors meetings.
5. Cooperate with the Finance Committee and subcommittees thereof.
6. Cooperates with the President, Board of Directors, and Secretary to insure that all financial commitments are kept.

**Appropriate Bylaws Sections:**

**ARTICLE II. Officers and Directors**

SECTION 2. The offices of Secretary, and/or Treasurer, and/or Newsletter Editor shall be appointed by the President with the advice and consent of the Board of Directors. Any combination of the offices may be determined by the President with the advice and consent of the Board of Directors. The Secretary, and/or Treasurer, and/or Newsletter Editor may be dismissed by a two-thirds vote of the entire Board of Directors.