

Treasury Board Act

In order to assist the Treasurer in the execution of his/her duties, a committee, henceforth styled the Treasury Board, will be created and structured as outlined in this act.

1. Authority

- 1.1 The Treasury Board is a standing committee, empowered to deliberate and formulate recommendations for the Executive Council on matters of finance and operations and specifically those items outlined in section 4 of this act. The Executive Council reserves the rights of reservation and disallowance on all Treasury Board actions and resolutions as well as the right to alter the Treasury Board Act at any time.
- 1.2 No decisions of the Treasury Board may be implemented until the approved motions behind the decisions appear in the Treasury Board minutes, and the motions in the minutes have been compiled into a report, and submitted to the Executive Council for its consideration. Only upon receiving Executive Council approval to its report may the decisions of the Treasury Board be implemented.

2. Membership

- 2.1 The members of the Treasury Board will be appointed by the Treasurer and confirmed by the Executive Council unless otherwise specified in this act.
- 2.2 Membership shall be from time of appointment to the Executive Council changeover meeting.
- 2.3 Executive Officers are ex-officio members.
- 2.4 The Treasurer, Vice-President External and Secretary are permanent members.
- 2.5 The Operations Manager will be an associate member.
- 2.6 The Treasurer of the Social Committee is an ex-officio member.

3. Executive and Officers

- 3.1 The Treasurer of the Executive Council will chair the Treasury Board.
- 3.2 The Secretary of the Executive Council will be the Secretary of the board and record minutes.
- 3.3 In the absence of either the Chair or the Secretary, the VP External will perform their duties.

4. Duties

- 4.1 Periodic recommendations to the Executive Council regarding the amendment of the:
 - 4.1.1 *Capital Expenditure Act*
 - 4.1.2 *Complimentary Ticket Act*
 - 4.1.3 *Electronic Act*
 - 4.1.4 *Operations Act*
 - 4.1.5 *Registration Act*
 - 4.1.6 *Volunteer Appreciation Act*
- 4.2 Perform a monthly audit of the Club's accounts.
 - 4.2.1 The board will appoint a subcommittee to perform the monthly audit, which will consist of the Treasurer and two other members of the committee, excluding executive officers.
- 4.3 Prepare a budget for the upcoming fiscal year.
- 4.4 Periodic budget reviews and updates.
 - 4.4.1 After Spring or Summer Session. (August)
 - 4.4.2 After Fall Session Registration. (October)
 - 4.4.3 After Advanced Winter Session Registration. (December)
 - 4.4.4 After Winter Session Registration. (January)
 - 4.4.5 After the Valentine's Dance. (March)
- 4.5 Perform an annual inventory between May 1 and June 30.
- 4.6 Execute projects related to finance as decided by the Executive, Treasurer or Treasury Board.

5. Meetings

- 5.1 At the call of the Chair or Secretary of the Treasury Board.

6. Reporting

- 6.1 The Treasury Board shall report to the Executive Council after each meeting.
- 6.2 The Treasurer shall present the Treasury Board's report to the Executive Council.

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