
New Officer FAQ Worksheet

What's important?

About my Unit:

Unit name: _____ (CAPTA ID: _____) in _____ Council
and _____ District. Bylaws last revised in _____.
Our dues are \$ _____, of which \$ _____ comes to our unit (*total minus part [e]*)

About our officers:

Our officers are: _____
_____ and are elected in _____ by a nominating committee of _____.

My job description is in Article VI, Section _____
Officers may serve no more than _____ consecutive years in the same office
Our VP's are _____
Officer reports are filed with the _____

About our Association:

Association meetings occur in _____
Our Association quorum is _____ members. This must be met.
Audits are presented in _____ and _____ months

About our board:

The Executive Board consists of: _____
_____ Our Executive Board quorum is _____ members. This must be met.
The Executive Board meets on _____
Between Association meetings, the board can authorize up to \$ _____ to be paid
Audits are reported in _____ and _____ months
Our fiscal year runs from _____ to _____

About our committees:

Committee chairs are appointed by _____ and ratified by the board
Our Standing Committees are: _____
Our Special Committees (ad-hoc) are: _____
Our Programs are: _____

About our bylaws:

Bylaws must be approved by the _____ and the _____
A copy of the bylaws is given to _____ at the start of each term

Any other notes:

We have additional Standing Rules: _____

Where can I find it?

Cover Sheet and
Article I
Article IV, Section 4

Article V, Section 2 & 3

Article VI, Section 1-8
Article V, Section 7
Article VI, Section 2
Article VI, Section 9

Article VII, Section 1
Article VII, Section 5
Article VI, Section 6

Article VIII, Section 1

Article VIII, Section 7
Standing Rule #6
Article VII, Section 2(c)
Article VI, Section 6
Article XIV, Section 6

Article IX, Section 2
Standing Rule #10
Listed elsewhere
Listed elsewhere

Article XVI, Section 2, 3
Standing Rule #1

Standing Rules > #10

Please READ your bylaws! You are responsible for following the procedures.