

SECTION 3:13 Treasurer/CFO of the Corporation

The Treasurer shall be the Chief Financial Officer of the corporation and shall have charge and custody of and be responsible for all funds and securities of the corporation and shall keep regular books of all receipts and disbursements of the corporation, and in general shall perform other duties as may be assigned to him/her by the board of Directors or the chairman. The Treasurer shall disburse out of the funds of the corporation payment of such just demands against the corporation as may from time to time be authorized by the Board of Directors. The Treasurer shall sign or countersign all cheques, notes and other such other instruments or obligations as require his signature, and shall perform all duties incident to his office, or that are properly required of him by the Board of Directors. subject to such regulations as may be imposed by the Board and this document.

- He/she may be required to give, through the Corporation, bonding for the faithful performance of his/her duties, in such sum and with such sureties as the Board of Directors may require.
- He/she shall receive all funds; depositing the same in the name of the Corporation in such a Government insured Bank or Trust Company as may be designated by the Board.
- He/she shall keep an accurate record of all receipts and disbursements when necessary or proper.
- He/she shall co-sign with the Chairman, on behalf of the Corporation, checks, notes and other obligations given on behalf of the Corporation and shall have custody of the Red Knights Regalia Ltd. seal..
- He/she shall enter regularly, on the books of the Corporation to be kept by him/her for or on account of the Board and shall exhibit such books at all reasonable times to the Board.
- He/she shall make a full report of the financial status to the Board at each Annual Meeting of the Corporation and upon request at any meeting of the Board.
- He/she shall, in general, perform all duties incumbent to the office of the e Treasurer, subject to the control of the Board. All records of the Treasurer will be audited no later than thirty (30) days prior to the Corporation Annual Business Meeting.
- He/she shall have custody of the Corporate Seal.
- He/she is responsible to keep and maintain the accounts and funds of the Red Knights Regalia Ltd. as per the Constitution and By-Laws and to report all transactions by means of reports to the Board on a quarterly basis.
- He/she shall promote and ensure that people who inquire about the Red Knights Regalia Ltd. are given current information.
- She/she, when called upon by Chapters, Associations, Members and Members-at-Large shall answer to the call. If the problem is such that it requires immediate action then he/she shall call on the Chairman to inform him/her of the problem and be advised on what to do.
- Any expenses he/she may acquire shall be authorized by the Board prior to the action requiring the expense, except the costs of reports, mailings, stationery and office supplies and phone costs related to Red Knights Regalia Ltd. business. Such expenses shall have receipts sent to the Treasurer prior to being paid.
- He/she shall file, on time, the Annual Report required by the Letter of Incorporation granted by the State of .

- He/she shall file all required documents with the United States Internal Revenue Service that are required to be filed. As well as any State filing requirements
- He/she is also responsible to ensure that the United State Internal Revenue Service has the current Treasurer's and Secretary's names and addresses on file so that all required forms can be mailed to the proper members.
- He/She shall also produce a Procedural manual for his position within the first year if one is not already in existence and if one has already been drafted then it shall be updated as needed outlining the duties of the office and how they are carried out and shall be passed on to his/her successor upon leaving office a copy of this manual shall be filed with the Boards secretary