



ETHICS AND BY-LAWS Director of the organization shall:

- A. Become thoroughly familiar with the ALTA By-Laws and Standing Rules. Keep Standing Rules updated as directed by the Board.
- B. Ascertain that the Treasurer has filed Income Tax Form 990, which is part of the 1099 form, with the IRS on or before May 15th of each year, or soon thereafter. Ensure that Treasurer has provided copies of the completed tax forms to the Recording Secretary for record-keeping purposes.
- C. Oversee the end of November business and verify that an audit of the Treasurer's books is scheduled in accordance with the Standing Rules.
- D. Provide the Officers and Directors a copy of the job descriptions for each position each January.
- E. Assure that all changes to job descriptions are approved by the Board and recorded in the minutes. The revision date should be placed in a footer of each job description.
- F. Write letters to those members whose checks are insufficient or who do not pay for luncheons, as requested by Treasurer.
- G. Be responsible for coordinating any changes to the By-Laws of the Organization.
- H. Keep Standing Rules updated as directed by Board of Directors.
- I. Be a member of the Board of Directors.
- J. As a member of the Board of Directors, the Ethics/By-Laws Director has a standing reservation for each luncheon. If not attending, the reservation must be cancelled with the Corresponding Secretary. If not cancelled, the Director will be billed for the luncheon.
- K. Assist the Social Ways & Means Director with the ALTA Christmas Luncheon as well as assist all other offices and events.