



BYLAWS OF THE HOUSTON AREA SCHOOL DISTRICT INTERNAL AUDITORS (HASDIA)

Article I – Name

The name of this organization shall be the Houston Area School District Internal Auditors (HASDIA).

Article II – Purpose

The purpose is to support, encourage and promote the public education internal audit profession; to provide dynamic leadership for the global profession of internal auditing; and to network with other local internal auditors, as well as, discuss problems and concerns, and share ideas and best practices.

Article III – Membership and Dues

Membership in HASDIA shall be open to any internal auditor or other similar employee of a school district, college or university, in the surrounding Houston area, who is interested in public education, internal audit topics and is willing to contribute ideas to the group for the development of the internal audit profession.

The annual dues shall be set by the entire membership at the last meeting of the calendar year. Annual dues will be payable by March 31 of each calendar year.

Article IV – Government

Section I – General Provisions

- a. The elected officers of this organization shall be a president, secretary, treasurer, and webmaster. All officers shall be active members in good standing (current in the payment of their dues). New officers shall be elected by vote at the first meeting at the beginning of each year.

- b. The new officers of the organization shall take office at the next meeting following the election.
- c. Only a member who has paid dues for the current year shall be entitled to vote at any meeting of the members.
- d. Members of the organization have the right to be heard, make motions, vote, and participate in all organizational meetings and activities.
- e. The president shall preside at all meetings of the members. If he/she is not present, the secretary or other officer of the organization shall preside.

Section II – Duties of Elected Officers:

- a. President – The president shall preside at all meetings, be responsible for the overall all functioning of the organization and shall notify the secretary of any meetings and information to be passed on to the members. The president may form committees as required and will assist these committees to serve their purpose.
- b. Secretary – The secretary shall assist the president with all activities of the organization. This position shall record the minutes of the organization meetings, present minutes of the previous meeting for approval, ensure notification to all members and will be responsible for maintaining all non-financial documents for the organization.
- c. Treasurer – The treasurer shall have custody of all money in the organization’s general operating fund. The treasurer shall present a financial report at each meeting, supervise the collection of all money due, and present a full written financial statement upon the completion of the fiscal year for audit.
- d. Webmaster – The webmaster shall maintain the organization’s website. The website shall be kept current with useful information.

Article V – Meetings

Section I – Regular Meetings

- a. Regular meetings of membership shall be held on a quarterly basis beginning in February and continuing throughout the year.
- b. Future meetings shall be held at a location and time to be determined at each meeting.

Section II – Special Meetings

- a. Special meetings may be called by the president.
- b. The purpose of the meeting shall be stated in the call.
- c. Three days notice shall be given.

Section III – Quorum Definition

At least 10 members in attendance would constitute a quorum.

Section IV – Executive Committee Meetings

Officer meetings shall be called at the president's convenience. No financial activities shall occur in these meetings without a quorum present.

Article VI – Finances

Section I – Banking

Money belonging to the organization will be deposited within a month of collection into a checking account established through a local Houston bank.

Section II – Signature Requirements

Withdrawals from the account will require two signature(s) from elected officers listed on the signature card at the bank and must be approved at a regularly scheduled meeting. Checks require the signature of two authorized signers other than the Treasurer and must be approved by a majority vote of the membership at a regularly scheduled meeting.

Section III – Expenditure Approval

The cash forecast/budget should be prepared by the Treasurer and approved at the first meeting of the calendar year. Only expenditures identified in the approved budget of the organization will be permitted. The budget may be amended at any meeting. Expenditures not included in the budget that are approved by a quorum are also permitted.

Section IV – Bank Reconciliations

The treasurer will prepare monthly bank reconciliations and then the president or designee will review and approve the reconciliations.

Section V – Accounting Year

The organization's fiscal year is January 1st through December 31st.

Section VI – Financial Reviews

- a. The financial records of the organization must be reviewed biennially by the second meeting of that year. The review will be performed following the fiscal year end of each odd-numbered year. The review report will be presented at the second meeting of that year and filed with the secretary.
- b. The review is to be performed by a member of the organization appointed by the organization. Members with signature authority on the financial account cannot conduct the review.

Section VII – Dissolution

In the event that the organization is dissolved, any remaining funds will be donated to a non-profit group that is determined and approved by the remaining members of the organization.

Article VII – Confidentiality

The issues discussed at the meetings may involve very sensitive information; therefore, a high level of trust must be maintained among the members of the organization. The details of all information discussed should be kept confidential. The information may be discussed in generalities with others as a means to improve internal controls, policies, or procedures of member and other organizations. In discussing information in general, do not discuss the person or organization in which the information relates. The information discussed should not be used as gossip. A confidentiality agreement must be signed by members annually. A violation of confidentiality may result in censure up to and including the removal of membership by vote.

Article VII – Amendments

The bylaws of the organization may be amended at any time at any regular meeting by a two-thirds vote of the membership present.

Article VIII– Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the organization in those cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These revised bylaws were submitted and approved at the August 17, 2016 general membership meeting.