

- 4) To make certain that nominated candidates are members in good standing in their chapter and FMCA and are qualified under applicable National Bylaws.
- 5) To provide a written report of the nominees to the SEA Executive Board.
- 6) To nominate candidates to fill vacancies in SEA offices as necessary.

2. AUDIT COMMITTEE

- A. The president shall appoint an Audit Committee of not less than three members. An audit of the financial records of SEA shall be completed at least five days prior to the Annual Board of Directors Meeting, or if there is a change in the individual holding the position of Treasurer. The results are to be presented to the President who shall forward it to all members of the Executive Board in a timely manner. The report shall be read at the next meeting of the Board of Directors.
- B. The Audit Committee shall review all checks written, all income received, and their supporting documents. All checking account statements and saving/investments shall be reviewed. The Executive Board minutes and budgets shall be reviewed for compliance. The committee must submit a written report to the SEA Executive Board. The report should include what was audited, the time period reviewed, and opinions as to the accuracy of the financial records and annual financial statement. The report should include any recommendations for changes to the financial procedure used.

3. BYLAWS COMMITTEE

The Bylaws Committee is appointed by the President of SEA and initiates and/or considers all proposed changes, additions, deletions, amendments, or revisions to the SEA Bylaws and Standing Rules. The Committee presents the proposed amended Bylaws to the FMCA Constitution and Bylaws Committee for review. Once revisions are made to the Bylaws and Standing Rules, the Committee shall forward the proposal, along with comments and recommendations, to the Executive Board for its review, discussion, comments, and recommendations. Once the Executive Board has finalized their review, the Bylaws will then be presented at the next Board of Directors meeting for consideration and approval/disapproval.

4. OTHER COMMITTEES

As the need arises, the SEA President may establish other committees and appoint chairpersons and members thereof. The Chairperson of each committee shall provide to the Executive Board, a written report(s) as appropriate, detailing meetings and actions of the committee. The President shall be an ex-officio member of each committee, except for the Nominating Committee.