

**CoDA Service Conference (CSC)**

**2024** **Motion Form**

**Check one:**

**\_\_\_\_Motion submitted by:** Board - CoDA Inc.

**\_\_\_\_Motion submitted by:** Board - CoDA Resource Publishing (CoRe)

**\_\_\_\_Motion submitted by:**(Committee)

Committee Name: Finance Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_Motion submitted by:** Voting Entity (VE)

VE Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted Date: \_\_\_\_\_\_7/25/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IMPORTANT DEADLINES:**

* **Motions** are due **75 days** prior to CSC which for this year is **Wednesday, 2024 May 8**.
* **Bylaw** changes/amendments are due **75 days** before CSC which for this year is **Wednesday, 2024 May 8**. These changes/amendments cannot be brought to the floor if this deadline not met. In accordance with our Fellowship Service Manual (FSM) and CoDA Bylaws, Bylaw amendments are to be submitted to the Board Secretary: [secretary@coda.org](mailto:secretary@coda.org).
* **Revisions** are due **60 days** prior to CSC which for this year is **Thursday, 2024 May 23.**

**Motion Number: 1. ( ) 2. ( ) 3. ( ) 4.( ) 5. ( ) (Check One)**

**Revision #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:** Please refrain from using CoDA acronyms such as VE, CEC, IMC, etc. when completing this form unless you make a reference such as: CoDA Events Committee (CEC) then use CEC.

**Motion Name: CSC Instructs CoDA Board to Obtain a Professional Audit of CoDA's Finances**

**Motion –** In this section write exactly what the motion is. Do NOT attach a file. (If the motion is to change something in the FSM, be sure to write exactly how the wording should appear in the FSM)**:**

The CoDA Board is instructed by CSC to obtain an independent professional audit of CoDA's finances. Said report is to be shared with the Fellowship as soon as obtained, but no later than CSC 2025. Said audit it to be obtained from a professional independent accounting firm other than the firm that normally prepares CoDA's tax return.

**Intent, background, other pertinent information (Do NOT attach a file. If you have reference documents, please embed them here):**

**Article II- Accounting Period, Audit and Records**

The accounting period of the Corporation shall be a calendar year and end on December 31. At the close of the accounting period, all records of accounts and an inventory of assets shall be submitted to an independent accounting firm who is to submit a report of their findings to the Trustees. The Trustees shall present the report to the Fellowship at the next CoDA Service Conference. The officers of the Corporation shall maintain an accurate and complete set of records at the Corporations office. If the Corporation does not maintain a place of business with Arizona, a complete set shall be maintained at the office of its statutory agent or other such designee as approved by the Board of Trustees. Upon written request, records and minutes of meetings may be inspected by a member of the Fellowship, at any reasonable time, with the exception of certain legal documents and personnel records.

**Remarks:**

**We ask that you use the most current FSM on coda.org and be very specific where this change should be made to include references to a certain sentence, paragraph, etc. You may copy and paste from the current FSM to ensure accuracy and indicate as “current wording:”, then list the change or update by indicating “new wording:”.**

**This motion requires changes to the following: (check all that apply)**

**\_\_\_\_CoDA Bylaws: Page/Section #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_FSM Part 1 – Structure and General Information: Section #\_\_\_\_\_\_\_\_\_**

**\_\_\_\_FSM Part 2 – Meeting Handbook: Section #\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_FSM Part 3 – Guidelines for Other Service Levels: Section #\_\_\_\_\_\_\_\_\_**

**\_\_\_\_FSM Part 4 – Service Conference Procedures: Section #\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_FSM Part 5 – World Level Service Details: Section # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_Change of Responsibility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specific details:**

**Section # and title:**

**Copy and Paste from most current FSM on coda.org**

**Motions** are to be sent to:[**submitcsc@coda.org**](mailto:submitcsc@coda.org)

**Bylaw changes/amendments** are to be sent to:[**secretary@coda.org**](mailto:secretary@coda.org)

If you want assistance writing your motion, please send email to [Board@CoDA.org](file:///\\files.brown.edu\Users\lauriecrawford\Downloads\Board@CoDA.org)

**(Data Entry Use Only)**

**Motion result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**