

**TAHOE DONNER ASSOCIATION  
BOARD OF DIRECTORS  
2025-14 ADMINISTRATIVE RESOLUTION**

**OFFICE OF VICE TREASURER**

**WHEREAS**, the Bylaws empower the Board to authorize the appointment of subordinate officers to have authority to “perform such duties as are provided in the Bylaws and as the Board may from time to time determine”<sup>1</sup>;

**WHEREAS**, the Board has found that the Association’s best interests are be served by the establishment of the office of Vice Treasurer of the Corporation (“Vice Treasurer”);

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Tahoe Donner Association does hereby establish the office of Vice Treasurer of the Corporation as an optional office, elected at the discretion of the Board of Directors.

The Duties of the Vice Treasurer shall be as follows:

*In the absence or disability of the Treasurer, the Vice Treasurer shall perform all duties of the Treasurer and when so acting shall have all the powers of, and be subject to, all the restrictions upon, the Treasurer.*

If the Board exercises its discretion to elect a Vice Treasurer, the Vice Treasurer shall be elected by the Board from among the directors.

**BE IT FURTHER RESOLVED**, that this Office Of Vice Treasurer resolution shall remain in full force and effect until such time as a subsequent resolution of the Board of Directors supersedes it.

**ACCEPTED AND DATED: JUNE 29, 2025**

\_\_\_\_\_  
Officer’s Name, President,

\_\_\_\_\_  
Officer’s Name, Vice President

\_\_\_\_\_  
Officer’s Name, Treasurer

\_\_\_\_\_  
Officer’s Name, Secretary

\_\_\_\_\_  
Officer’s Name, Director/Vice Treasurer

**CERTIFICATE OF SECRETARY**

\_\_\_\_\_  
<sup>1</sup> Restated Bylaws of Tahoe Donner Association, Article XI, Section 3.

I certify that I am the duly qualified and acting secretary of the Tahoe Donner Association, a California Nonprofit Mutual Benefit corporation. The foregoing is a true and correct copy of the Resolution duly adopted by the Board of Directors at a duly noticed Board meeting held on June 29, 2025, and entered in the minutes of such meeting. The Policy as of this date has not been modified or appealed and is, as of now, in full force and effect.

DATED: \_\_\_\_\_  
\_\_\_\_\_  
Officer's Name, Secretary