

## Officers & Duties

**ELECTED OFFICERS:** The elected officers of the organization shall be President, President-Elect, Vice-President of Membership, Treasurer, Recording Secretary, Corresponding Secretary, and Member-At-Large. These officers shall perform the duties prescribed by these by-laws. The elected officers shall constitute the Executive Board.

**A. PRESIDENT:** The duties of the President shall be to:

- 1) have full voting powers according to Robert's Rules of Order,
- 2) preside at all regular and Executive Board meetings,
- 3) represent the organization at all functions requiring representation of the organization, or shall designate an official representative on her behalf,
- 4) sign contracts and/or any other document connected with the business affairs and professional activities of the organization for and on behalf of the organization and in its name, or shall designate an official representative on the President's behalf,
- 5) serve as the official spokesperson for the organization or shall designate such a person,
- 6) assist the President-elect in becoming familiar with the duties of the office,
- 7) perform all other duties not specifically delegated to other officers, committees or persons, required to further the goals and objectives of the organization,
- 8) serve as an ex-officio member of the Executive Board for one year after the expiration for the nomination committee,
- 9) serve as an ex-officio member of all standing committees and ad-hoc committees except for the nomination committee,
- 10) shall prepare and present an annual report of the accomplishments of the organization to the membership at the December annual meeting, and
- 11) appoint ad-hoc committee chairpersons to fulfill certain tasks.

**B. PRESIDENT-ELECT:** The duties of the President-elect shall be to:

- 1) have full voting powers,
- 2) become familiar with the duties of the Presidency and prepare for assuming that office,
- 3) work under and in cooperation with the President,
- 4) complete duties as assigned by the President and/or Executive Board, and
- 5) in the absence of the President, preside over meetings and the Executive Board.

**C. VICE-PRESIDENT OF MEMBERSHIP:** The duties of the Vice President of Membership shall be to:

- 1) have full voting powers,
- 2) serve as Chair of the Membership Committee,
- 3) receive payment for memberships,
- 4) maintain current records and a directory of all paid members,
- 5) issue membership cards to all paid members within 40 days of payment,

- 6) maintain mailing labels, and
- 7) shall maintain a membership roster.

**D. TREASURER:** The duties of the Treasurer shall be to:

- 1) have full voting powers,
- 2) serve as custodian of all monies collected for and by the organization,
- 3) maintain the checking account for the organization,
- 4) submit a current financial report at the monthly membership meetings,
- 5) render a statement of her account to the Executive Board at such times as may be required, including the books of accounts of the organization in her custody,
- 6) in addition to the President, be authorized to sign checks on behalf of the organization,
- 7) within three months after the fiscal year, will ensure compliance of the organization by filing the annual Federal and State income tax reports,
- 8) along with all other fiscal officers may be required to give bond for faithful discharge of her duties in such sum and form and with such surety as the Executive Board may determine. The cost of such a bond shall be borne by the organization,
- 9) at the end of the year, will prepare and present an annual budget for the Executive Board no later than February of the following year for review and recommendations.

**E. SECRETARY:** The duties of the Recording Secretary shall be to:

- 1) have full voting powers,
- 2) take minutes of each official meeting of the general and Executive Board meetings,
- 3) read or present written copies of the minutes of the previous meeting at the subsequent, meeting, and make any corrections needed as requested by the membership, and
- 4) keep records of the minutes of all meetings for the organization in one or more books provided for that purpose.

**G. MEMBER-AT-LARGE:** The duties of the Member-At-Large shall be to:

- 1) have full voting powers, and
- 2) complete duties as assigned by the President and/or Executive Board.