

## **Article VIII: Duties of Officers**

Section 1. The president shall preside at all meetings of the association and of the executive board; Shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association or by the executive board; Shall be a member ex-official of all committees except nominating committees and shall coordinate the work of the officers and committees in order that the Objects may be promoted.

Section 2. The vice-president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The secretary shall record the minutes of all meetings of the association; have a current copy of the bylaws; shall maintain a membership list; and shall perform such other duties as may be assigned to him/her.

Section 4. The treasurer shall have custody of all funds of the association; shall keep a full and accurate account of receipts and expenditures and shall make disbursements in accordance with the approved budget as authorized by the association, the executive board or the president. He/she shall present a financial statement at every meeting of the association, and at other times as requested by the executive board and shall make a full report at the annual meeting. The treasurer shall be responsible for the maintenance of such books of account and record as conform to the requirements of Article V, Section 5 of these bylaws, and the treasurer's account shall be examined annually by an auditor or auditing committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall then sign a statement of that fact at the end of the report. The auditor or auditing committee shall be appointed by the executive board at least one month before the annual meeting. Have two people sign all checks.

Section 5. All officers shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time.
- b. Upon expiration of the term of office or in the case of resignation, each officer shall turn over to his successor at once all records,

books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.