

## **Article 4. Officers**

### **Section 1. Governing Officers**

The Officers of the Corporation shall be a President, a Vice President, a Secretary, a Treasurer, and a Parliamentarian all of whom shall be elected from the active members of the Board of Directors at the first annual meeting of the Board of Directors. Unless sooner removed as herein provided, the Officers shall hold office until the next meeting of the Board of Directors.

### **Section 2. President**

The President shall preside over all meetings of the Corporation membership. He shall perform such other duties as customarily pertain to the office of President, or as he may be directed to perform by resolution of the Board of Directors. The President shall be Chairman of the Board of Directors, and ex officio a member on the Board of Directors, except in a case of a tie. The President shall be responsible for communications with the members, a task that may be delegated to others on the Board.

### **Section 3. Vice President**

The Vice President shall have and exercise all the powers, authority, and duties of the President during his absence or his inability to act. In addition, the Vice President he shall perform such duties as may be assigned to him by the Board of Directors.

### **Section 4. Secretary**

The Secretary shall maintain an accurate list of, directors and officers. He shall also keep minutes of members' and Directors' meetings, shall give the required notice of all meetings, . He shall have custody of or access to all books, records, and papers except those in the possession of the Treasurer or Membership Director. Copies of all correspondence in the name of the Corporation shall be filed with the Secretary. The Secretary shall provide copies of minutes and other important documentation to the Club historical files.

### **Section 5. Treasurer**

The Treasurer shall have oversight of all funds, securities, fiscal papers and other intangible assets of the Corporation and shall interface with the Club's accountant. He shall insure that the revenues of the Corporation are deposited and that the bills as authorized by the Board of Directors, are paid in a timely manner. He shall provide and maintain full and complete records of all the assets and liabilities of the Corporation. He shall prepare and submit at each regular meeting of the Board of Directors a financial statement of the condition of the Corporation.. He will oversee the preparation of such tax reports as local, State and Federal agencies may require.

### **Section 6. Parliamentarian**

The Parliamentarian shall determine proper parliamentary procedures, when necessary, and his decision shall be final. All procedures shall be based on Roberts' Rules of Order unless otherwise provided in the Bylaws.

### **Section 7. Membership Director**

The Membership Director shall hold and maintain accurate, up to date lists of all members and membership certificates and ensure that the policies regarding selling and transferring of memberships are being followed. The Membership Director shall also countersign all certificates of membership.

### **Section 8. Reimbursement of Expenses**

Officers and Directors may be reimbursed for out of pocket expenditures as approved by the Board of Directors made on behalf of the Corporation but shall not otherwise be compensated.

### **Section 9. Officer Vacancies**

Vacancies among the officers shall be filled by a two thirds (2/3) majority vote from among the Board of Directors.