

## ARTICLE VI OFFICERS

### **Section 6.1. Number and Qualifications:**

The Officers of this Club shall include a President, Vice-President, Secretary, and Treasurer. The Board of Directors may also appoint such other officers, assistant officers and agents as it may consider necessary. One person may simultaneously hold more than one office at a time, except that no person may simultaneously hold the offices of President and Secretary. Officers must be Directors of the Club and, therefore, must meet the qualifications of Directors as set forth in Section 5.1 of these By-Laws.

### **Section 6.2. Election and Term of Office:**

The elected Officers shall be chosen from among the members of the Board of Directors, by the Directors, at their first meeting held within two (2) weeks after the annual election. The term of office shall be one (1) year. No Officer may hold the same office for more than two (2) consecutive terms.

### **Section 6.3. Duties of Officers:**

- a. **PRESIDENT-** It shall be the duty of the President to take charge of the Club, to call meetings of the Membership, and to preside at all meetings of the Club and of the Board of Directors. The President shall annually appoint all committee chairpersons. The President together with the Secretary shall, upon the approval of the Board of Directors, sign all agreements and contracts made by the Club; The President shall vote, however, only in the case of a tie.
- b. **VICE-PRESIDENT-** It shall be the duty of the Vice-President to assist the President in the discharge of his/her duties and in his/her absence to assume his/her duties and officiate in his/her stead. The Vice-President shall become President should that office become vacant for any reason during the President's term.
- c. **SECRETARY-** It shall be the duty of the Secretary: (i) to keep the minutes of the meetings of the Club and of the Board of Directors; (ii) to supervise all reports and documents connected with the business of the Club; (iii) to supervise the keeping of a roll of membership together with the dates of their election, as well as dates of expulsion, suspension or resignation; and to maintain a Club Roster to be available upon request. The Secretary shall submit minutes of the Board Meeting for approval to the Board of Directors within one (1) week of the meeting. Upon approval by the Board of Directors, the Secretary shall post the minutes of the Board Meeting in an appropriate place within one (1) week.
- d. **TREASURER-** It shall be the duty of the Treasurer to have charge of the General Account of the Club and to keep a record thereto of all receipts and disbursements and to render a written report when requested by the President or by the Board of Directors. The Board of Directors shall have the power whenever they deem necessary to appoint an acting Treasurer. The funds shall be deposited in the name of the Club in a financial institution approved by the Board of Directors. All disbursements by check shall be signed by the

Treasurer or President, except for Special Accounts, as may be established by the Board of Directors. Neither the Treasurer nor the President shall have the right to sign checks in amounts for more than One Hundred and no/100 dollars (\$100.00) without the prior approval of the Board of Directors, with the exception of pre-approved expenditures or contracts. It shall be the duty of the Treasurer to file required tax returns and also to prepare an annual financial report to be sent to the Membership with the announcement of the Annual Meeting.