

ARTICLE VI—DUTIES OF THE OFFICERS

Section A—The President shall preside over all meetings of the society and shall, with the approval of the Board of Directors, appoint all committee chairpersons and positions, except those herein provided to be elected, and shall perform all other duties of an executive nature and manner.

Section B—The Vice President shall act for the President whenever the latter is absent or incapacitated in any way, and shall actively assist and cooperate with the President in the performance of his/her duties when called upon by the President to do so.

Section C—The Secretary shall keep a permanent readable record of all the proceeding at the meetings of the society, and make reports at appropriate times, make minutes of BOD meeting available to any member who requests to read them, and perform other duties as are generally required of that office.

Section D—The Treasurer shall have charge of all monies of the society, which shall be kept in a depository selected by the President, with the approval of the Board of Directors. The Treasurer shall keep a regular account subject to the inspection and investigation of any member of the society; and shall submit at the last membership meeting of the calendar year, and at any other time required by the President and/or the Board of Directors, a financial statement of the society; and shall draw and sign all checks and warrants of expenditure authorized by the Board of Directors; and shall keep an updated record of all club property. Upon resignation or expiration of his/her term of office, the Treasurer shall pay and deliver to the successor all monies and other property which shall be in his/her possession or control.

1.— No less than two signatures shall be affixed to any check or draft for monies withdrawn from the society's accounts. They shall include the Treasurer and the President and/or another member as designated by the Board of Directors. In no case shall two members living under the same roof co-sign checks.

ARTICLE VII—BOARD OF DIRECTORS

Section A—The Board of Directors shall act as an advisory board to the President and shall constitute a board of arbitration to pass on all matters referred to it by the President and/or the membership.

Section B—A one week notice shall be given to the Board of Directors and to the membership before any BOD meeting can be held.

Section C—If for any reason a seat become vacant on the Board of Directors, and there are no alternates to fill it, the BOD shall appoint a member to fill the vacancy until the next election.