

EXECUTIVE BOARD OFFICERS, and DUTIES

These seven (7) Executive Board Officers are granted by election full authority to conduct the business of the organization at and between meetings.

1. Executive Board Officers shall assume their duties at the start of the Fiscal year.
2. Officers shall serve for a term of one year. Typically, Simple Majority elects Officers.
3. Officers serving more than two terms consecutively in one office must be elected by 2/3rds vote.
4. These bylaws allow for job-share with disclosure at time of election.
 - i. Disclosure must minimally include definite division of fiduciary, administrative and parliamentary duties (i.e., who runs the meeting and who signs the checks). Disclosure shall divide General Duties to be outlined in the Standing Rules. Board members who job-share shall only get one vote for both members.

President

1. Shall preside over all General meetings and Executive Board meetings.
2. Shall coordinate all the activities within the Organization.
3. Shall chair the Budget Committee
4. Shall appoint Special Committee Directors of additional events that may occur during the term of office.

First Vice President

1. The First Vice President shall chair the Membership Committee and coordinate activities with the President
2. The First Vice President shall assist the President in his/her duties, preside in his/her absence and assume the Presidency in the event the President is unable to complete his/her term.

Second Vice President

1. The Second Vice President shall chair the Fundraising Committee and coordinate activities with the President
2. The Second Vice President shall assist the First Vice President in his/her duties, preside in his/her absence and assume the Position in the event the President is unable to complete his/her term.

Third Vice President

1. The Third Vice President shall chair the Programs Committee and coordinate activities with the President

Secretary

1. Takes minutes and submit them for approval at the following meeting as the first order of business.
2. Serves as Custodian of organizations records (except wherein specified within Standing Rules.) including minutes, officer reports, boards, and committees, and official correspondence.
3. Makes sure official bylaws, special rules of order, standing rules and current minute book are available for reference at all meetings
4. Makes the organizations records available to Voting members.

Treasurer

1. Entrusted as the Custodian of General Funds; keeping careful records and making no disbursement without the authority of the assembly.
2. Upon adoption of a budget, the treasurer is authorized to make disbursements up to the total amount shown approved in the budget.
3. Prepare financial statements and report to the Board and Voting members.
4. Takes responsibility for any and all reports required by taxing authorities.

Parliamentarian

1. Parliamentarian shall interpret the Bylaws and shall assist the President in an advisory capacity on questions of Order.
2. This position shall annually review and recommend revision of Bylaws and Standing Rules as necessary
3. And chair the Nominating Committee