

ARTICLE I - DUTIES OF THE OFFICERS Section 1.

The President

- A. The President shall preside at all meetings.
- B. The President or Treasurer shall sign all checks drawn upon funds of the Association.
- C. The President shall appoint two members of the Association not serving on the Executive Board to audit the Treasurers Annual Report prior to the Annual Meeting.

Section 2. The Vice President

- A. The Vice President shall in the absence or inability of the President to act, have and perform the powers and duties herein prescribed for the President.
- B. The Vice President will chair the Nominating Committee.

Section 3. The Secretary

- A. The Secretary shall keep full and complete minutes of all meetings of the Executive Board and the membership.
- B. The Secretary shall attend to all correspondence of the Association, as well as other duties assigned by the President or the Executive Board.

Section 4. The Treasurer

- A. The Treasurer and or President shall issue and sign all checks.
- B. The treasurer shall give a detailed report of receipts and expenditures at all meetings.
- C. The Treasurer shall make disbursements to members upon receipt of an itemized voucher for each expenditure.