

committees; be an ex-officio member of all committees; have general oversight of all officers and activities of the corporation; and provide for the general welfare of the corporation. He/She shall perform such other duties as may be assigned by the Executive Board.

Section 3 – Vice-President

The Vice-President shall assume the duties of the president in the event of the latter's absence, disability, etc. He/She shall perform such duties as are normally incident to the office, and such other duties as shall be assigned by the President or the Executive Board.

Section 4 – Secretary

The Secretary shall have custody of, and maintain, the general records of the corporation; attendance, committee appointments, elections, and contact information of members; be responsible for the effective communication of all meetings to the membership and the Executive Board; taking minutes at all meetings; distributing agendas; and performing such other duties as shall be assigned by the President or the Executive Board.

Section 5 – Treasurer

The Treasurer shall be the chief financial officer of the corporation. He/She shall receive, and have custody of, all monies and securities of the corporation, and shall deposit the same in such financial institutions as are determined by the Executive Board. He/she shall have oversight of all monies of the corporation; shall pay all bills and other items as necessary; sign all checks and vouchers for money; keep and maintain the general records of receipts and disbursement, in accordance with the financial policies of the corporation adopted by the Executive Board; and perform such other duties as may be assigned by the President or the Executive Board.

Section 6 – Vacancies

In the event of a vacancy in the office of President, the Vice-President shall become president. In the event of a vacancy in any other elected office, the Executive Board shall cause the vacancy to be filled from its membership.

Article VII – Appointed Officers

The Executive Board shall have the right to create appointed officer positions (including an Executive Director), define their duties, appoint and dismiss these officers, and provide for the regulation of these positions. Appointed officers may be unpaid or be paid employees of the corporation, as the Executive Board shall determine, and may be ex-officio non-voting members of the Executive Board, as the board shall direct.

Article VIII – Committees

The Executive Board may create such standing and special committees as it determines necessary, define their duties, and regulate their functions.

Article IX – Fiscal Year

The fiscal year of the organization shall commence on the 1st day of August and end on the 31st day of July of each year.