

Club Bylaws Revision

ARTICLE IX

DUTIES of OFFICERS

President

The President shall preside at all meetings of the Club and conduct them according to the rules adopted. The President shall enforce due observance of the Articles of Incorporation and By-Laws; decide all questions of order; sign all official documents adopted by the Club and perform all other duties pertaining to the Office of the President.

Vice President

The Vice President shall assume all the duties of the President in his or her absence. The Vice President shall organize Club activities, plan and recommend contests for operating benefits, advance Club interests and activities, as approved by the Club. The Vice President shall maintain close liaison with the section Emergency Coordinator to further Club participation in Amateur Radio Public Service.

Secretary

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, conduct all Club correspondence, and read communications at each business meeting. The Secretary shall note all amendments, changes, and additions to the Bylaws, and permit those documents to be reviewed by members upon request. The Secretary shall be responsible for the issuance and collection of ballots.

Treasurer

The Treasurer shall receive and issue receipts for all monies paid to the Club, keep an accurate account of all monies received and expended, pay no bills in excess of One Hundred Fifty Dollars (\$150.00) without authorization by a majority of the members present at a regular meeting. The Treasurer shall be authorized to pay recurring bills without the approval of the membership. At each meeting the Treasurer shall submit an itemized statement of disbursements and receipts to the Club Membership. The Treasurer shall provide all financial statements and documents required by the State and Federal Governments to maintain its nonprofit status.