**Article III: Details of the Duties of Each Officer**

1. **President:**
* Shall preside at General Membership Meetings.
* Decide the time and place of All Board-approved Meetings.
* Appoint committee chairs and serve as Ex Officio of all committees.
* Be admitted to all Club social functions free of charge.

**2.  Vice President:**

* To assume duties of the President in their absence.
* To serve as representative to WPSC.
* To serve as Membership Chair (only if that position is not filled) and to keep an up-to-date Membership Roster and provide a current copy of the roster to all Board members at the Board meetings.
1. **Treasurer:**
* To collect all fees the day they are received.
* To keep accurate financial records
* To give written and oral report financial status at the General Membership Meeting each month, as well as at all Board Meetings.
* To sign all checks
* To deposit all money received into the Club’s designated checking account.
* To keep accurate financial records of individual committees.
* To secure and file complete and proper vouchers for all expenditures.
* To maintain a Petty Cash Fund if requested to do so by the board.
* To give an itemized report on the financial status at the Annual Meeting.
* File any and all necessary Federal, State, and Local tax returns and reports in order to maintain the Club’s non-profit, tax-exempt status.

**4. Recording Secretary:**

* To take minutes of General Membership and Board of Directors Meetings.
* To read minutes of the previous meeting.
* To keep an up-to-date Membership Roster.
1. **Corresponding Secretary:**
* To handle all Club Business Communications.
* To read communications, directed to the Club at Board and General Membership Meetings.
* Maintain the Club’s Website; and assist in maintaining the up-to-date roster.
1. **Membership Chair**
	* To serve as Membership Chair and to keep an up-to-date Membership Roster and provide a current copy of the roster to all Board members at the Board Meeting.
2. **Board Members (4)**
	* The function of the Board Members shall be to support the direction of the operations of the Club on a year-to-year basis along with the Officers. Two-thirds of the Members of the Board must be present to transact business and to constitute a quorum.
	* Board members will also help support/organize Club events – and will work with those who volunteer to Chair events

**THE OFFICERS AND THE BOARD OF DIRECTORS SHALL:**

1. Call Special Elections when deemed necessary.
2. Institute special fees.
3. Conduct club business.
4. Make decisions on all matters except those that are otherwise designated in the Constitution and By-Laws.
5. Pass on the eligibility of applicants for Membership.
6. Develop proposed amendments to the Constitution and By-Laws and present same to the Club for voting; audit the Club’s books if the Board deems it necessary.
7. May expel Members consistent with the Constitution.
8. Declare inactive membership and provide proper notification of all such declarations.
9. Expenditures not exceeding five hundred ($ 500.00) dollars may be approved by the Board.
10. Expenditures exceeding five hundred ($500.00) dollars must be approved by a majority of the Club members present at a General Membership Meeting.

These descriptions are also available online at the MVSC website: