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ARTICLE V DUTIES OF OFFICERS

Section 1: President

The President shall have the following responsibilities:

- a) Preside over and preserve order at all Membership Meetings;

- b) Appoint the Chairman of each committee;
- c) Be a non-voting member of all committees except as provided in (f) below;
- d) Convene a Bylaws Committee at intervals not to exceed two years, to review and present amendments thereto if required;
- e) Approve release to the various media all publicity and other information released by and/or on behalf of the Club;
- f) Be a member with full voting rights of any committee or group involving legal matters, Club expansion, or acquisition or disposition of Club assets;
- g) Report to Members the results of any and all accounting, legal and other activities undertaken by the Board;
- h) Perform such other activities as shall be required by the Members.

#### Section 2: Vice President

The Vice President shall perform the duties of the President when the President is, for any reason, unable to carry out the duties of the presidency or the office is declared vacant. The Vice President also shall perform such additional duties as shall be requested by the President.

#### Section 3: Secretary

The Secretary shall have the following responsibilities:

- a) Record and maintain the minutes of all meetings of the membership and the Board;
- b) Read the unread minutes of the previous Membership Meetings at each Regular Membership Meeting unless a motion to waive reading has been made;
- c) Maintain a copy of Robert's Rules of Order for use at Membership Meetings, Board meetings and Committee meetings;
- d) Serve as the "Secretary" of the Club for purposes of the Rhode Island Corporation Act;
- e) Maintain and keep current all notices (including without limitation Written Notices) and correspondence of the Club;
- f) Read current correspondence at Regular Membership Meetings;
- g) Maintain the roster of club membership;

- h) Perform such other duties as shall be required by the President.

#### Section 4: Treasurer

The Treasurer shall have the following responsibilities:

- a) Receive all funds of the Club including dues, and deposit same within five (5) business days of such receipt;
- b) Keep a written account of all Club funds received or disbursed;
- c) Render a current financial statement at each Regular Membership Meeting;
- d) Pay all bills authorized by the Board;
- e) Submit any transaction amounts over \$500.00 for approval by the Board;
- f) Perform such other duties as shall be required by the President.

#### Section 5: Member At-Large

The Member At-Large shall have the following responsibilities:

- a) Attend all meetings and vote on all issues;
- b) Assist committee chairmen as required;
- c) Assist other officers as required;
- d) Perform such other duties as shall be required by the President.