

## **ARTICLE III - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES**

### Section 5. Duties

Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

A. The President shall:

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Preside at all Chapter, Board, and Chapter Council meetings.
3. Subject to the approval of the Board of Directors, appoint all Standing and Special committees, unless otherwise specified.
4. Be a member ex officio of all committees except the Committee on Nominations.
5. Countersign all check requests and checks as required, regardless of amount. President must submit signed check requests to the President-Elect or Treasurer via fax or email for further processing for payment.
6. Call meetings of the Board of Directors whenever such meetings are necessary.
7. Keep the Division President and Division Board Contact fully informed on all matters concerning the Chapter.

B. The President-Elect shall:

1. Assist the President in all ways.
2. In the absence of the President, serve as presiding officer of meetings of the Chapter, Chapter Council, and Board of Directors.
3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
4. Approve for payment all bills presented by the President including invoices for expenses incurred by the President. In the absence of the President or the Treasurer, countersign checks. The President-Elect must submit signed check requests to the Treasurer for further processing for payment via fax or email.
5. Be responsible for arranging programs for monthly meetings.
6. Perform such other duties as may be assigned by the Board of Directors.

C. The Vice President shall:

1. Assist the President and the President-Elect in all ways.
2. Make all necessary arrangements for regular and special Chapter meetings in addition to Board and Council meetings.
3. Be responsible for reservations and the collection of money, and providing name badges for members and guests.
4. Prepare, duplicate, and distribute copies of the Monthly Attendance Record to the President and the Treasurer within two (2) weeks of the regular Chapter meeting date.
5. Perform such other duties as may be assigned by the Board of Directors.

- D. The Recording Secretary shall:
1. Be responsible for the recording the minutes of all Chapter, Board of Directors, and Chapter Council meetings, as well as interim Board decisions voted by mail or telephone.
  2. Distribute minutes of Board of Directors meetings to Chapter Officers and the minutes of Board/Council meetings to Chapter Officers and Committee Chairmen at least one week prior to the next meeting.
  3. Distribute minutes of Regular meetings to all Chapter members in the monthly mailing.
  4. Retain permanently the official file copy of the minutes of all Chapter, Board, and Chapter Council meetings.
  5. Record in the minutes the number of members and guests attending regular Chapter meetings.
  6. Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws and Standing Rules.
  7. Keep on file official documents of value.
  8. Keep on file all annual reports.
  9. Perform such other duties as may be assigned by the Board.
- E. The Corresponding Secretary shall:
1. Be responsible for the mailing of notices of all regular monthly meetings.
  2. Carry on Chapter correspondence as directed by the President and/or Board of Directors.
  3. Perform such other duties as may be assigned by the Board.
- F. The Treasurer shall:
1. Be responsible for all funds of the Chapter and for the records of its financial affairs.
  2. Prepare a budget by no later than the September mailing.
  3. Pay all expenses of the Chapter; checks to be signed by the Treasurer and countersigned by the President or President-Elect.
  4. Keep a complete and accurate record of Chapter membership.
  5. Present an oral report at each regular meeting with a written report presented to the Recording Secretary and President.
  6. Prepare a complete financial report for fiscal year expenses related to July 1 – June 30.
  7. Within forty-five (45) days after the close of the fiscal year, deliver the books and financial records to the Board of Directors to be audited as outlined in accordance with the provisions of Article IX.
  8. Notify International and Division of any changes in officer roster which may occur during the fiscal year, as well as changes in names of members and deaths on forms provided by Headquarters.
  9. Perform such other duties as may be assigned by the Board of Directors.