

- a. The President shall preside at all meetings and be responsible for appointing all special committees. The President shall be an ex officio member of all committees.
- b. The Vice President shall act in absence of the president in all capacities as listed above.
- c. The Secretary shall be responsible for keeping records of all meetings including overseeing the taking and reading of minutes at all meetings.
- d. The Treasurer shall present a report at each meeting, help committees develop fund raising plans and make financial information available to the members.

Article Five

Elections: The term of office for each officer will be 2 years. An officer may serve consecutive terms if duly elected by the membership.

Nomination of officers shall take place every two years at the March meeting, with the election to be held at the May meeting. A nomination does not require a second. A motion and a second is required to close nominations for any particular office.

Voting shall be done by written ballot. The nominee receiving the majority of votes will be elected and shall take office in September.

In the event that any officer can no longer fulfill the duties of his office or vacates the office for any reason, a special election will be held by written ballot at the next general meeting. The procedure for nomination and election shall be the same as put forth in the elections section of these bylaws. The newly elected officer will serve the remaining time left in the term of office of the officer who vacated the position.

Article Six

Committee Formation: The President shall create committees for such things as fund raising, data collection, parties, banquets and any other special project or occasion.

All expenditures by the committee must be voted on and approved by the general membership.

Article Seven

Any revisions, additions or changes to the By-Laws must be made at a meeting by a motion and subsequently voted on at the next general meeting. There must be a $\frac{3}{4}$ majority vote of the members present to revise, add or change any provisions of these By-Laws.