

- (d) **Corresponding Secretary:** The corresponding secretary shall be an active member of the Association. The corresponding secretary shall be responsible for all written correspondence of the Association, including letters of appreciation to guest speakers, and shall keep the Board of Directors liaison informed of all issues.
- (e) **Treasurer:** The treasurer shall be an active member of the association and shall be the chief financial officer of the Association. The treasurer shall receive and safely keep all funds of the Association and deposit them in such bank as may be designated by the board of directors. Such funds shall be paid out only by check bearing two signatures. The president, treasurer and at least one other officer shall be authorized to sign checks of the Association and one signature must be that of the president or the treasurer. An up-to-date report shall be provided by the treasurer at each general membership meeting and at each board of directors meeting and shall be made a part of the office minutes submitted. A book audit will be conducted annually, prior to turning over the books to the treasurer-elect. The treasurer shall have such other powers and perform such other duties as may be prescribed by the board of directors.
- (f) **Immediate Past President:** The immediate past president shall automatically serve on the board of directors for one year or until such time there is a successor.
- (g) **Committee Chairperson:** The chairperson of the membership committee, education committee, newsletter chairperson and fund raising chairperson, all active members of the Association are members of the board of directors for the purpose of keeping communication current between the board and committees. Each chairperson shall be appointed for a term of one year and shall have other such power and perform duties as may be prescribed by the board of directors.

SECTION 2. POWERS AND DUTIES

The property, business and affairs of the Association shall be directed by the Board of Directors, and shall be responsible for:

- (a) Study, determination, and execution of the short and long-range plans of the Association for the continued growth and financial stability of the Association, development of policies and periodic assessment of the needs of the membership.
- (b) Decisions regarding the recommendations of committees.
- (c) Creation and conformant of special awards.
- (d) Establishment, merging or dissolution of committees.