

## **ARTICLE VIII -- DUTIES OF OFFICERS**

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- Section 1. The President shall be chief Executive Officer of the Federation and shall preside at all meetings of the Federation. In the absence of the President, the Executive Vice-president shall preside. In the absence of both the preceding officers, the Executive Board shall elect a chairman to preside at that meeting. The President shall make such appointments to offices and committees as may be necessary for the good government of the Federation, except as may be otherwise specified in these By-Laws.
- Section 2. The Executive Vice-president shall act as a general assistant to the President and as such be kept fully informed by the President of all administrative matters. He and the First and Second Vice-presidents shall perform such other duties as the President or Executive Board may assign.
- Section 3. The Recording Secretary shall keep an accurate record of all meetings, send out the call to all meetings, report to the membership, and shall perform such other duties as may be assigned.
- Section 4. The Treasurer, who shall be bonded in a sum sufficient to protect the Federation from harm or loss, shall have custody of all monies of the Federation and shall account for, and receive and disburse the same, and shall perform such other duties as may be assigned.
- Section 5. All duties and powers of the officers enumerated above shall be listed in a separate publication to be called Standing Orders and Rules Relating to Officers.
- Section 6. The administrative officers shall have authority to initiate investigations, suspend or otherwise take appropriate action for cause against any officer, office or committee, elected or appointed, of the Federation. Any actions taken by the Administrative officers must be agreed to by two-thirds of the administrative officers.
- Section 7. All officers and officials of the Federation making reports to the Federation shall do so in writing, by bringing or sending such reports to the President of the Federation the night before each Executive Board meeting. They shall supply at least as many copies of their report as there are member clubs plus 25%.
- These reports, including the report of the President and other materials relevant to the meeting, shall be collated into a booklet and given to each delegate and individual member present at the meeting. Clubs and individual members may request a copy of this booklet be sent to them if they are not represented at the meeting. The club or individual member shall submit the request in writing to the First Vice-president prior to the meeting, specifying the address to which the booklet is to be sent. The First Vice-President shall mail out the requested booklets within 30 days after the close of the meeting.