

## BYLAWS

### ARTICLE I - DUTIES OF THE STATE OFFICERS

- Section 1. The duties of the President or, in the absence of the President, the President Elect shall be:
- (a) To preside at the meetings of the Board of Directors and the general sessions of the Association.
  - (b) To call special meetings of the Board of Directors.
  - (c) To have general direction of the activities of the Board of Directors and perform such duties as usually pertain to the office of President.
  - (d) To serve as official representative of this Association.
  - (e) To appoint a Financial Officer whenever a vacancy occurs.
  - (f) To have the authority to appoint such committees as may be required for the performance of duties not otherwise provided for in this Constitution and Bylaws.
- Section 2. The President -Elect shall be the Chairman of the Program Committee.
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- Section 3. The duties of the Secretary shall be:
- (a) To keep an accurate record of all proceedings of the general sessions of the Association, and all of the meetings of the Board of Directors.
  - (b) To report to the Association the actions taken in the meetings of the meetings of the Association and of the Board of Directors.
  - (c) To maintain a file of the minutes of all official meetings and of the Constitution and Bylaws of the Association. Upon retiring from office the Secretary shall surrender these files in proper form to the incoming Secretary.
  - (d) To carry on correspondence for the Association under the direction of the President.
- Section 4. The duties of the Treasurer shall be:

(a) To work with the Financial Officer to prepare an annual financial report and to deliver a financial report at the annual General Meeting.

(b) To present financial reports at the Board of Directors meetings.

(c) To chair the Audit Committee

(d) To maintain a list of dues paid membership for each year.

(e) To issue membership cards to dues paid members.

Section 5 The duties of the Financial Officer shall be:

(a) To keep an accurate account of the receipts and the disbursements for each fiscal year.

(b) To make disbursements from the funds of the Association upon the direction of the President or the Board of Directors.

(c) Shall submit financial records to the audit committee by January 31st.

Section 6 The Duties of the Conference Manager shall be:

(a) Negotiate housing and meeting space with hotels in conference area.

(b) Coordinate meal functions and cost

(c) Facilitate pre and post conference executive council meetings with the hotel.

(d) Review billing with hotel management and submit bill to the Financial Officer.

(e) Coordinate conference site necessities when required.

Section 7 The Board of Directors shall have the power and it shall be its duty to:

(a) Adopt its own rules and procedures and have the privilege of recommending the time and place of its meetings.

(b) Act upon reports of officers and committees to determine the policies and scope of work of the Association, and to transact such other business as the interest of the Association may require. To refer to the Association business upon which the general membership needs to vote.

(c) Appoint officers to fill vacancies until the next annual meeting at which time said vacancies will be filled by election.

## **ARTICLE II - COMMITTEES**

- Section 1. The standing committees of the Association shall be:  
Program, audit, resolution, legislative, public relations, and nominating.
- Section 2. The membership of these committees shall, unless otherwise provided, consist of three to five members of the Association appointed by the President.
- Section 3. A majority of the membership of any committee shall constitute quorum for the transaction of the business of the committee.
- Section 4. The Nominating Committee shall submit a slate of names consisting of two nominees for each elective office. Such committee shall be appointed at least 90 days prior to the annual meeting.

## **ARTICLE III - MEETINGS**

- Section 1. All meetings of the Association shall be conducted according to parliamentary procedure as set forth in Roberts Rules of Order Revised Edition.
- Section 2. A quorum shall consist of any number in excess of 50% (more than half) at any meeting.

## **ARTICLE IV -MEMBERSHIP ROLLS**

- Section 1. The Treasurer shall keep a complete and accurate roll of all members of the Association based on the reports of the Financial Officer.
- Section 2. The term of membership shall be one year and shall run from August first through July thirty first of the following year.

## **ARTICLE V - CHANGES IN THE BYLAWS**

Any changes in the Bylaws shall be made in the same manner as an amendment to the Constitution

**ARTICLE VI- CONSTITUTION IN EFFECT**

This Constitution and Bylaws shall go into effect immediately upon its adoption by the Association.