

K. Committees Not Requiring Board Approval: Committees may also be appointed by the President at regular or special meetings as deemed necessary for any particular purpose.

L. Committee Records: There shall be a person designated by the chairperson of each committee to keep the records of the proceedings of each meeting. A copy of these records shall be furnished to the Secretary of the Association for permanent retention and inspection by any member.

M. Contracts and Other Transactions: No officer or agent, either jointly or individually, shall have the power to make any checks or notes, drafts, or other negotiable instruments in the name of the Association, or otherwise bind the Association thereby except as ordered by the Board of Directors.

ARTICLE IV: Officers

A. Election and Term of Officers: The Board of Directors shall elect Officers at least annually. An Officer may be elected to succeed himself/herself in the same office.

B. Number and Listing of Officers: The four Officers of the Association shall consist of a President, Vice President, Secretary, and Treasurer.

C. Duties of the President: The President shall direct and supervise the activities of the Association, preside at meetings of the membership and Board of Directors, represent the Association in dealings with the public, and submit a report of the activities of the Association at each Annual meeting. The President shall also perform any other duties assigned to him/her by the Board of Directors.

D. Duties of the Vice President: The Vice President shall assume the duties of the President in the President's absence and any other duties assigned to him/her by the Board of Directors.

E. Duties of Secretary: The Secretary shall record the minutes of all meetings of the membership and the Board of Directors, and maintain a file of all non-financial records and correspondence of the Association.

F. Duties of the Treasurer: The Treasurer shall have care and custody of the monies and securities of the Association, and shall maintain accurate records of all monies received or paid out on behalf of the Association, as required by the Board of Directors and all other financial records of the Association.

G. Removal of an Officer: An officer may be removed, with or without cause, by a 2/3rd's vote of the Board of Directors. "Cause" shall be defined herein as that of *Article III, Paragraph F* of these By-Laws.