

## Article 5 – Duties of Officers

- 5.1 The President shall preside at all regular monthly meetings of the association and of the Board of Directors. He/she shall appoint the standing committee chairpersons subject to the ratification of the Board of Directors. The President shall approve all orders upon the treasurer for the disbursement of funds as directed by the association. He may supervise and define the manner in which all reports are made. He shall be ex-officio member of all committees.
- 5.2 The Vice-President shall perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of the death, resignation, or incapacity of the President, he/she shall become President for the un-expired term.
- 5.3 The 2<sup>nd</sup> Vice-President shall be in charge of the promotion of the importance of beekeeping and the education & training of both adults and youth in the art of beekeeping. He/she shall perform the duties of the president in the absence of both the President and Vice-President
- 5.4 The Secretary shall record and maintain a complete and accurate record of minutes of all meetings of the Board of Directors and of the membership. He/she shall be responsible for all general correspondence concerning the club, but shall not be responsible for the writing and posting of correspondence of committees. He/she shall keep the attendance list of all meetings.
- 5.5 The Treasurer shall have charge of all monies and shall report thereon at all regular meetings. He/she shall collect all dues from members giving a proper receipt therefore. He/she shall pay all bills upon the authorization of the President. He/she shall keep records in a permanent file of all receipts and expenditures and give a report.
- 5.6 The Master at Arms shall be responsible for delivering and collecting the suggestion box to all general meetings. He shall report the findings of the suggestion box to the Board of Directors.
- 5.7 Recall of Officers – An elected officer, for just cause, may be recalled in the following manner. A petition signed by 20% of the members in good standing shall be submitted to the Board of Directors, who shall call a special meeting within 30 days, including petitioners and petitioned, and review the circumstances pertaining there to. If no solution is obtained, it shall be presented to the membership for a vote. To recall an elected officer shall require a 2/3 majority vote of the active membership in good standing.

## Article 6 – Committees

- 6.1 Committees shall be organized to execute the functions and activities of the club as needed. They may be formed at the request of the membership or the Board of Directors. They shall be terminated upon the completion of their goal or activity.
- 6.2 Each committee chairperson shall have the responsibility of planning and executing all committee related activities.