

ARTICLE 8 OFFICERS

Section 8.01

Number and Titles

The officers of the corporation shall be the Chairperson of the Board, the Vice-Chairperson of the Board, the Secretary of the Board, the Treasurer, the Parliamentarian and such other officers as may be designated and appointed from time to time by the Board. Any officer may be removed at any time by a majority vote of the Directors.

Section 8.02

Qualification, Election and Term of Office

The Chairperson, Vice-Chairperson, and Secretary shall be elected by the Board from among its members at the first Board meeting following election of the new Board in each calendar year. Such officers shall serve until their successors are elected and installed. The Treasurer shall be appointed by the Board from the active membership of the corporation and shall serve for a renewable three (3) year term. The Parliamentarian shall be appointed by the Board from the active membership and shall serve at the discretion of the Board.

Section 8.03

Chairperson

The Chairperson shall:

1. Preside over all the meetings of the Board of Directors and may only vote on matters before the board when his/her vote will make a tie, break a tie, or where a vote of the Directors is required, or where a two-thirds vote is required.
2. Call, preside at and be responsible for the agenda of general membership meetings.
3. Serve as an ex-officio member without vote of all committees except the nominating committee.
4. Enforce the Center's Bylaws, rules and regulations.
5. Appoint all committee and council chairpersons with the approval of the Board unless otherwise provided in these Bylaws. Chairpersons of committees and councils appoint committee and council members subject to the approval of the Board unless otherwise provided in these Bylaws.
6. May, at the discretion of the Board, serve as spokesperson for the Center.
7. Call special meetings of the general membership on his/her own initiative, at the request of the Board, or upon the written request of 30 voting members in accordance with these Bylaws.
8. Be responsible for the overall functioning of the various organizations of the Center and keep or cause to be kept careful supervision over all the work in this Center.
9. Responsible for approving the hiring and discharge of Center employees pursuant to the exercise of authority given to the Executive Director.

Section 8.04

Vice-Chairperson

Vice-Chairperson shall:

1. Be a member of the Board of Directors.
2. Assume all the duties and authority of the Chairperson in his or her absence and assist the Chairperson in the discharge of that position's duties.
3. Fill the vacancy in the office of the Chairperson.

Section 8.05

Secretary

Secretary shall:

1. Be a member of the Board of Directors.
2. Keep or cause to be kept an accurate record of the transactions of all business meetings of the members of this corporation and of the Board of Directors.
3. Be responsible for keeping the records of attendance and be custodian of all the records and papers belonging to the Center, posting notice, and notifying members of all meetings and affairs to be voted on.
4. Be responsible for maintaining and delivering the regular monitor's report during Board of Director's meetings.
5. Be responsible for preparing the agenda for Board of Director's meetings.
6. Also perform such other duties as may be imposed by law, by the Articles of Incorporation, or by these Bylaws.

Section 8.06

Treasurer

The Treasurer shall:

1. Be appointed by the Board from the active membership for a term of three (3) years which may be renewed.
2. Be an ex-officio member of Board of Directors without a vote.
3. Receive and safely keep all moneys and other property of the Center entrusted to his/her care, and shall disburse the same under the direction of the Board of Directors;
4. Render a statement at the annual meeting of members and at such other times as may be requested by the Board. The annual statement shall be audited and certified as provided in Section 13.07 of these Bylaws;
5. Keep a complete account of the finances of the Center on books which shall be and remain the property of the Center and which shall be open for inspection at any reasonable time by the Directors;
6. Receive periodic reports from the treasurers of the entities and affiliates of the Center.
7. Report quarterly to the Board.

Section 8.07

Parliamentarian

The parliamentarian shall:

1. Be appointed by the Board and serve at its discretion.
2. Be an active member of the center having long tenure.
3. Be an ex-officio non-voting member of the Board of Director.
4. Review periodically the Bylaws, rules and regulations of the Center and propose revisions as necessary.
5. Advise the Chairperson and Board of Directors of any non-compliance with these by laws.
6. Advise the Board for action on matters not specifically covered by these Bylaws and propose necessary additions to these Bylaws.
7. Act as parliamentarian of the corporation. In parliamentary matters, Robert's Rules of order, newly revised edition, shall prevail.