

President

The President shall have general supervision of the affairs of the organization; shall appoint an Auditing Committee, an Amenities Committee and such other committees as may be required; and shall be an ex-officio member of all such committees and shall be the official representative (or shall appoint a representative if absent). The President shall preside at all meetings of the organization and, with the Financial Secretary shall sign all contracts or written obligations, and warrants for the withdrawal of funds from the treasury that have been approved by the general body and/or the Executive Committee.

Vice President

The Vice President shall perform the duties of the President in the absence or disability of the President, and shall serve as Chairperson of the Executive Committee.

Corresponding Secretary

The Corresponding Secretary shall conduct such correspondence of the organization that may be directed by the Executive Committee or the President, such as, sending out meeting notices, getting hosts and hostesses for regular meetings, and performing other duties that may be prescribed by the Executive Committee. The Corresponding Secretary leads the Committee that has the responsibilities of assembling and disseminating information for the Chapter.

Assistant Corresponding Secretary

The Assistant Corresponding Secretary shall act in the absence of the Corresponding Secretary assuming such duties as have been assigned the Corresponding Secretary. In addition, the Assistant Corresponding Secretary shall be a part of the committee made up of the Corresponding Secretary, the Assistant Corresponding Secretary, and the Assistant Recording Secretary, that has the responsibilities of assembling and disseminating Chapter information to the general body and others as may be directed.

Recording Secretary & Assistant Recording Secretary

The Recording Secretary shall keep the minutes of each meeting of the organization and of the Executive Committee and be responsible for the dissemination of minutes orally or written, and assist the Financial Secretary in the distribution of membership cards.

The Assistant Recording Secretary shall assume the duties of the Recording Secretary in the absence of the Recording Secretary or when so directed by the Executive Committee. In addition, the Assistant Recording Secretary will be a member of the committee, made up of the Assistant Recording Secretary, the Corresponding Secretary and the Assistant Corresponding Secretary, that has the responsibilities of assembling and disseminating information for the Chapter.

Treasurer

The Treasurer shall receive all money from the Financial Secretary and shall deposit the same to the credit of the organization within two (2) weeks of receipt. The Treasurer shall pay out such sums as may be ordered by the Executive Committee by warrant signed by the President and the Financial Secretary, and shall keep a record of receipts and disbursements; shall make a written monthly report and such other reports as may be requested by the Executive Committee or the President, including an annual financial statement at the **June** meeting of the organization.

Financial Secretary

The Financial Secretary shall receive all monies and keep all financial records, shall maintain a current record of all financial transactions, shall present a written report to the Executive Committee and general body, shall issue membership cards and shall be responsible for all property of the organization. The Financial Secretary, with the President, may sign for the withdrawal of funds from the treasury that have been approved by the general body and/or the Executive Committee.

Chaplain

The Chaplain shall perform such duties that are customary for such an office as may be prescribed by the Executives Committee