

Article 7 - Duties of Officers

1. **President.** The president presides at all meetings of the Society and Board Members and at all meeting of the members of the club and shall preserve order and shall apply and enforce all By-Laws and rules of the club. The president will approve all accounts, bills or commitments against the Society before payment. The president will oversee the assets and records of the Society, call for meetings of the Society as he may deem necessary, and review all Society agreements, contracts and correspondence, sign all minutes of meetings of the Society before they are distributed.
2. **Vice President.** The vice president must carry out the duties of the president during his or her absence.
3. **Secretary.** The secretary must do or cause to be done the following:
 - (a) conduct or cause to be conducted the correspondence of the Society;
 - (b) issue or cause to be issued notices of meetings of the Society and Directors;
 - (c) keep or cause to be kept minutes of all meetings of the Society and Directors;
 - (d) maintain custody of the common seal of the Society at the offices of the Society;and
 - (e) maintain or cause to be maintained the register of members at the offices of the Society.
4. **Treasurer.** The treasurer must do or cause to be done the following:
 - (a) keep the financial records, including books of account, necessary to comply with the Societies Act, and
 - (b) render financial statements to the Directors, members and others when required.