

**BYLAWS OF
DESK AND DERRICK CLUB OF THE MORGAN CITY AREA**

ARTICLE I NAME AND ADDRESS

The name of this club shall be Desk and Derrick Club of the Morgan City Area, located in Morgan City, Louisiana. The club shall be a member of the Association of Desk and Derrick Clubs (ADDC) and shall be subject to its Bylaws, Standing Rules, and Code of Ethics.

The business address of the club shall be 113 Lincoln Drive, Patterson, Louisiana 70392-6004.

ARTICLE II PURPOSE

SECTION 1. The purpose of the club shall be to promote the education and professional development of individuals employed in or affiliated with the petroleum, energy, and allied industries and to educate the general public about these industries as well as the companies and global communities the members serve.

The club shall schedule a minimum of five (5) educational program meetings a year, four (4) of which must be directly related to these industries. The remaining program meetings may be on Desk and Derrick orientation, Bylaws, socio-economic responsibilities, or professional self-development.

ARTICLE III STRUCTURE

SECTION 1. The club shall be non-shareholding, noncommercial, nonprofit, nonpartisan and non-bargaining.

SECTION 2. This club shall not affiliate itself with, or become a member of any local, regional, national, or international club or organization or any groups of such clubs or organization. Further the club shall not accept for membership any person who maintains a membership in any other Desk and Derrick Club. This shall not be construed to prohibit any individual members from joining any other club or association or transferring membership from this Desk and Derrick Club to another.

SECTION 3. This club is not formed for pecuniary gain or profit and does not contemplate pecuniary gain or profit to members or officers thereof, and no part of the net earnings of the club shall inure to the benefit of any member or officer thereof, or to any private individual.

SECTION 4. All citations and other legal processes shall be served on the President, or in the President's absence, the Vice President, or in their absence, the Recording/Corresponding Secretary.

SECTION 5. No member of this club shall ever be held liable for the contract, fault, neglect, or debts of the club in any further sum than the unpaid balance, if any, due by that member for annual dues, dinner fees, or other fees as the member may have obligated for, nor shall any mere informality in organization have the effect of rendering these Bylaws null or render any member liable beyond the unpaid amounts referred to above.

ARTICLE IV MEMBERSHIP

SECTION 1. Membership in the Desk and Derrick club may be granted to individuals actively employed in, affiliated with, or retired from the petroleum, energy, and allied industries as well as individuals who are interested in increasing their knowledge about these industries; to former Desk and Derrick members; and to individuals who are enrolled in an accredited course of study with a declared major in the petroleum, energy and allied industries.

SECTION 2. ELIGIBILITY

- (a) Based upon the findings of the Membership Committee of the club, the club's Board of Directors will consider local circumstances of the job and the company in determining eligibility, working within the guidelines as set out in the ADDC Club General Information section.
- (b) Membership may not be held concurrently in more than one (1) Desk and Derrick Club.

SECTION 3. TRANSFER OF MEMBERSHIP

Members in good standing may transfer membership to another club during the year by a letter of transfer between club presidents, with no exchange of dues.

- (a) Upon receipt of a transfer letter from another club, the transferring member shall be considered a member in good standing of this club until the end of the club year.
- (b) At the end of the club year, transfer members shall qualify in accordance with the membership requirements of this club, except that charter members, past club presidents, and retirees shall be eligible for membership in this club, regardless of employment status.

SECTION 4. TERMINATION OF MEMBERSHIP

- (a) Membership shall be automatically terminated when dues of any member becomes delinquent.
- (b) Membership of a member whose conduct may be considered detrimental to the reputation of the club may be terminated by a two-thirds (2/3) vote of the Board of Directors after thorough investigation and provided the member shall have been afforded an opportunity to be heard.

ARTICLE V BOARD OF DIRECTORS

SECTION 1. The officers of this club shall be a President, Vice President, Recording/Corresponding Secretary, Treasurer, and one (1) Director.

SECTION 2. These officers shall constitute the Board of Directors.

SECTION 3. The Board of Directors shall be the administrative body of the club, shall have authority to act in any and all matters pertaining to the affairs of the club, and shall

exercise general control and supervision over all club activities and committees. The Board of Directors shall report to the club monthly.

ARTICLE VI DUTIES OF BOARD MEMBERS

SECTION 1. The President shall be Chairman of the Board of Directors and shall preside at all meetings of the Board of Directors and of the club. Subject to ratification of the Board, the President shall sign all checks jointly with the Treasurer and/or Vice President and shall perform such additional duties as may be required of the office. The President shall serve as an ex-officio member of all committees except the Nomination and Tally Committee. The President shall represent the club in all its affairs and serve as contact representative between the Region, ADDC, and the club. The President shall prepare and distribute an annual report to the club to be presented at its December meeting. Refer to Standing Rules of the club for detailed duties.

SECTION 2. The Vice President shall assume the duties of the President in the President's absence, sign checks jointly with the Treasurer in the absence of the President, and perform such additional duties as the President may designate. The Vice President shall succeed to the Presidency in case of a vacancy in that office. The Vice President shall assume the duties of the Program Chairman. Refer to Standing Rules of the club for detailed duties.

SECTION 3. The Recording/Corresponding Secretary shall keep a factual and unbiased record of the proceedings of all meetings of the club and of the Board of Directors and shall perform such additional duties as may be required of the office. The Recording/Corresponding Secretary shall issue all authorized notices to the membership, shall carry on the correspondence of the club and shall perform such additional duties as may be required of the office. Refer to Standing Rules of the club for detailed duties.

SECTION 4. The Treasurer shall collect and disburse all funds of the club as directed by the Board of Directors, shall sign all checks jointly with the President or the Vice President in the absence of the President, and shall furnish the Board of Directors and the club with financial statements at a regular period specified by the Board. The Treasurer shall submit the books for annual audit by the Finance Committee at a time determined by the Board of Directors and shall perform such additional duties as may be required of the office. Refer to the Standing Rules of this club for detailed duties.

SECTION 5. Members of the Board of Directors shall serve as Board Contacts for committees appointed by the President and shall perform such additional duties as may be required. Refer to Standing Rules of this club for detailed duties.

ARTICLE VII TERM OF OFFICE AND VACANCIES

SECTION 1. The term of office for President, Vice President, Recording/Corresponding Secretary, and Treasurer shall be for a period of one (1) year commencing January 1st. Board Members shall be elected for two (2) years on a staggering basis.

SECTION 2. No member shall hold the same office more than two (2) terms in succession, and no member shall hold more than (1) office concurrently.

SECTION 3. In the event of a vacancy in any office, such vacancy shall be filled for the remainder of the unexpired term by majority vote of the Board of Directors. In the case of a vacancy in the office of the President, the Vice President shall succeed to the Presidency.

ARTICLE VIII MEETINGS

SECTION 1. Regular meetings of the club shall be held the second Thursday of each month, the time and place to be given through written notice. The time and place of a regular meeting shall be changed by vote of the membership at a previous meeting, when feasible.

SECTION 2. Special meetings of the club may be called by the President, by majority of the Board of Directors or upon written request of 2/3 of the voting members, providing all members are notified in writing of the time, place and purpose of such meetings at least ten (10) days before the meeting. No matter shall be considered at a special meeting except that stated in the call of the meeting.

SECTION 3. The regular meeting in November shall be designated the annual meeting, at which time the election for the following year shall be held. Only members shall be allowed to attend the Annual Meeting of the club.

SECTION 4. Meetings of the Board of Directors shall be held monthly at a time and place agreeable to the members of the Board.

SECTION 5. Prospective members may be allowed to attend two (2) regular meetings of the club.

SECTION 6. Everyone will have a standing reservation. It is your responsibility to cancel this reservation with the Reservation Chairperson at least one (1) week prior to the scheduled function. In the event the reservation cannot be fulfilled, the club must be paid before acceptance of another reservation.

SECTION 7. Should a Board member be absent from three (3) consecutive meetings of the Board of Directors without rendering an excuse acceptable to the Board, the member's office, at the option of the Board of Directors, shall be declared vacant. This vacancy shall be filled as provided for in ARTICLE VII, SECTION 3, of the Bylaws.

ARTICLE IX QUORUM

SECTION 1. One-third (1/3) of total membership shall constitute a quorum for the transaction of business at a Club General Membership meeting.

SECTION 2. Two-thirds (2/3) of the Board members shall constitute a quorum at a meeting of the Board of Directors.

ARTICLE X NOMINATION AND ELECTIONS

SECTION 1. A Nominating Committee, consisting of at least three (3) members, shall be appointed by the President with the approval of the Board of Directors at least four (4) months prior to the Annual Meeting.

SECTION 2. The Nominating Committee shall prepare a slate of not more than two (2) nominees for each office for the ensuing year, to be presented to the club at the regular meeting in October.

- (a) The Nominating committee shall furnish in writing to the general membership a list of nominees and a brief statement of their qualifications no less than ten (10) days prior to presentation of said nominees to the regular meeting assembly. Should a member of the Nominating Committee accept the nomination for an office, from the membership (or from the floor), the member shall tender a resignation from this committee before being presented to the membership.
- (b) The Nominating Committee shall introduce the nominees at the October meeting to the membership by having said nominees rise to be recognized.
- (c) Following the presentation of the slate of nominees, the Nominating Committee shall be released, and the Chair shall call for nominations from the floor.
- (d) Nominees from the floor must present IN WRITING: (1) Nominee's company affiliation and company approval and (2) a brief resume' of member's Desk and Derrick background and/or related experience.
- (e) All nominees from the floor shall be introduced to the assembly by rising for recognition.
- (f) If there are nominations from the floor, the Nominating Committee shall be reactivated to furnish the membership a written statement of qualifications of each of these candidates at least (10) days before the general election.

SECTION 3. Officers shall be elected by preferential ballot at the Annual Meeting in November. A majority of votes cast shall constitute an election. If there are two (2) candidates for an office and neither receives a majority vote after the second ballot, a lot shall be drawn. If there are more than (2) candidates for an office and no candidate receives a majority vote after the second ballot, only the names of the two (2) candidates receiving the highest number of votes on the second ballot shall be placed on succeeding ballots. In the event of a single slate of officers, elections shall be by acclamation.

SECTION 4. Preceding the Annual Meeting, a Tally Committee, consisting of three (3) members, shall be appointed by the President. This Committee shall be in charge of arrangements for the election. After the ballots are counted, the Chairman of the committee shall give the report to the presiding officer, who shall announce the election results to the club. The number of votes cast for each candidate shall be announced only if requested by any member. Ballots shall be destroyed after the Annual Meeting.

SECTION 5. Voting shall be by secret ballot of active members and shall be under the jurisdiction of the Tally Committee. To be eligible to vote all members must have attended three (3) regular meetings during the year prior to the election of officers in November.

SECTION 6. Qualifying members who are not able to attend the Annual Meeting shall be allowed to personally cast their ballots immediately prior to the CALL TO ORDER of the annual meeting. Neither absentee nor proxy votes will be allowed.

SECTION 7. The officers and members of the Board of Directors elected at the Annual Meeting shall assume their duties on January 1.

ARTICLE XI DUES

SECTION 1. Annual dues of seventy (\$70.00) dollars shall be payable at the beginning of the club year and shall include club, Region, and ADDC dues. Dues not paid by February 1st shall be delinquent and membership shall be automatically terminated. ADDC and Southeast Region dues shall be paid in the amounts specified by the ADDC and Region Bylaws and are not refundable. Dues shall not be submitted after November 30th.

SECTION 2. No initiation fees shall be assessed.

ARTICLE XII CLUB YEAR

The club year shall be January 1 through December 31.

ARTICLE XIII COMMITTEES

SECTION 1. The Standing Committees of the club shall be

Bulletin	Orientation
Bylaws	Program
Education/Communication Training	Public Relations
Field Trip	Reservations/Telephone
Finance/Budget	Scrapbook
Hostess	Sunshine
Industry Appreciation Month/Bosses Night	Ways and Means
Membership	

SECTION 2. Standing committees shall serve for the club year or until their successors are appointed. Where feasible, one (1) member of the previous year's committee shall become a member of the current committee.

SECTION 3. Special committees may be established by the Board of Directors.

SECTION 4. Each committee shall have a Board Contact appointed by the President.

SECTION 5. Refer to Standing Rules of this club for detailed duties.

ARTICLE XIV INSIGNIA (EMBLEM)

The official insignia (emblem) of the club shall be a derrick with a stylized desk at the lower right.

ARTICLE XV OFFICIAL COLORS

The official colors of the club shall be black and gold.

ARTICLE XVI PUBLICATION

The official publication of the club shall be THE OFFSHORE SLIP.

ARTICLE XVII MOTTO

The motto of the club shall be GREATER KNOWLEDGE – GREATER SERVICE.

ARTICLE XVIII REPRESENTATION

Representation at Region meetings, ADDC conventions, or other meetings requiring the presence of an official club representative shall be by a delegate and/or alternate.

The President shall be the official delegate. In the event the President is unable to attend, the Vice President shall be the delegate. If neither is able to attend the Board shall be polled for a delegate. If no Board member is able to attend, the membership shall be polled for a member to fill the position of delegate. Provisions for payment of expenses of the delegate and/or alternate are covered in the Standing Rules.

ARTICLE XIX POLICY

SECTION 1. Any project which involves more than one club, not devoted to the purpose as outlined in ARTICLE II, (i.e.), seminars, meetings, and field trips, shall require the approval of the ADDC Board of Directors.

SECTION 2. Paid advertisements or subscriptions outside the club shall be accepted for club bulletin.

SECTION 3. No member shall use or cause to be used the name of the club for personal profit.

SECTION 4. The club roster shall be released only when the member has given permission to do so on the membership renewal form and the ADDC Board of Directors has approved the release.

SECTION 5. The club shall exercise discretion in seeking and accepting assistance from industry for any activity.

SECTION 6. To assure the non-shareholding, noncommercial, nonprofit, nonpartisan, and non-bargaining provisions of ARTICLE III in these bylaws, the club will not participate in any activity which may be interpreted as a violation of these principles, nor shall its publication reflect views contrary thereto.

SECTION 7. No operating procedure or policy of this club will be in conflict with ADDC Bylaws, Standing Rules, or policies.

SECTION 8. Guests shall be considered those individuals who are acquainted with the purpose of Desk and Derrick and those former members who would like to reconsider their membership. Such persons will be allowed to attend no more than two (2) meetings as a guest.

SECTION 9. It shall be the obligation of each member to respect as confidential, within the membership, any correspondence pertaining to general club activity and any business transacted within the meetings of the club, unless such activity or such business is considered as club publicity and general public relations. No member shall have the right to accept assignments from outside clubs, organizations, or individuals in the name of the club without prior approval of the Board of Directors and of the membership and no such activity shall be identified and publicized as a club activity. This shall not be construed as to prohibit such members from joining any other club or organization.

SECTION 10. All monies derived from fund raising projects are to be solely for the use of Convention and Region expenses, scholarship monies, and operating costs. The Board of Directors shall have the authority to approve expenditures of any amount not to exceed seventy-five dollars (\$75.00), providing this expenditure does not conflict with the approved budget for the year. Any single expenditure exceeding seventy-five dollars (\$75.00) must have prior approval of membership. A proposed budget showing receipts and disbursements for the current year shall be furnished to the membership not later than the February membership meeting.

SECTION 11. To remain a member in good standing of this club members must, upon termination of any appointment or office for whatever reason, submit all records and pertinent information to the current President for distribution to new officers or committees.

SECTION 12. Reimbursement guidelines:

- (a) Delegate – Expenses incurred at such conventions or meetings shall consist of economy class air fare and transportation fees from airport and back at convention or meeting site, (if personal car must be left at home airport, parking fees will be paid), and/or gas for personal vehicle at rate determined by the Internal Revenue Service, room reservation at double occupancy rate, field trips and other convention-related activities, fee, if any, for any special meeting called by Region or Convention Program, food allowance of \$25.00 per day for four (4) days of Convention and three (3) days for Region Meeting for meals not covered by registration fee, and club pictures for the President’s scrapbook.
- (b) Alternate – The club will not reimburse an alternate at Region Meetings; however, should someone be required to act as Delegate, their expenses shall be reimbursed at the same amount as delegates as long as the criteria in section (c) is met. The Alternate’s expenses at Convention shall be reimbursed at the same amount as delegates as long as the criteria in section (c) are met.
- (c) Members – in order for members attending Region and Convention meetings to receive reimbursement for any portion of their expenses, they must meet the following qualifications:
 - (1) Attend five (5) club meetings during the year; Region to Region and Convention to Convention,
 - (2) Serve actively on at least one committee prior to Convention,
 - (3) Work on fund raising projects, and

- (4) Attend one hundred percent (100%) of business sessions at Region and Convention meetings as they appear on the printed program or as stipulated by the Board of Directors.

Delegate, Alternate, and/or members shall turn in a written report by deadline date as stipulated by the Board of Directors. Delegate and Alternate shall also turn in an itemized account of actual expenses and shall be submitted by designated date to the Board of Directors for approval before payment by the Treasurer. An advance may be granted to anyone who qualifies for reimbursement with approval of either the Board of Directors or the membership. All of the above are predicated on funds being available.

- (d) Any monies derived from fund raisers that will be distributed to members attending Convention or Region Meetings must be stipulated at a meeting prior to the event.

SECTION 13. The budget shall include the sum equal to the meal costs for eleven (11) guest speakers and their guests (22 meals total), along with the sum set aside for donations to the Desk and Derrick Educational Trust, in honor of the speakers. These funds shall be transferred from the Special Account to the Regular Account once the budget is approved.

ARTICLE XX DISSOLUTION

SECTION 1. Any member of the Club may call for a meeting to vote to disband the club.

SECTION 2. All members must be notified by telephone, mail, or email of the date, time, place, and purpose at least 10 days prior to the meeting.

SECTION 3. A quorum must be present. A majority vote shall rule.

SECTION 4. In the event of dissolution of the Club, the Treasurer must make a complete accounting to the members. All assets of the Club remaining after all obligations and liabilities are ratified shall be disbursed to the Desk and Derrick Educational Trust and ADDC Foundation, equally.

SECTION 5. Should the Club approve the motion to disband, notification must be made to the Region Director 60 days in advance of the approved date to disband.

SECTION 6. The Club Treasurer shall file the ADDC Form TAXE1 and IRS Form 990 (if needed) with the Tax-Exempt Committee by the May 15th deadline.

ARTICLE XXI RULES OF ORDER

The latest edition of ROBERTS RULES OF ORDER, NEWLY REVISED shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws of the club.

ARTICLE XXII AMENDMENTS

SECTION 1. Amendments to these bylaws may be made at any regular meeting by a two-thirds (2/3) vote of the active members present and voting, provided a quorum is present, provided ten (10) days written notice shall have been given each member of such amendments, and provided the amendments are not in conflict with ADDC Bylaws and Standing Rules.

SECTION 2. Any amendments to these bylaws shall be effective immediately unless the motion to adopt such an amendment specifies another effective date.

SECTION 3. The Standing Rules of this club may be amended or made exception to at any regular meeting by a majority (51%) vote of active members present. No prior notification to the membership is required.

ARTICLE XXIII CODE OF ETHICS

All club members shall adhere to ADDC Code of Ethics that follows the Bylaws and Standing Rules.

Charter incorporated July 16, 1966.

Charter and Bylaws incorporated under Bylaws May 25, 1974.

Revisions:

1. 02/22/1970
 2. 03/01/1977
 3. 11/01/1977
 4. 07/20/1979
 5. 10/08/1980
 6. 08/25/1982
 7. 10/12/1983
 8. 01/11/1984
 9. 03/13/1985
 10. 01/08/1986
 11. 08/13/1986
 12. 01/12/1987 (Update – changes made at Convention not requiring membership approval)
 13. 06/10/1987
 14. 05/10/1989
 15. 11/04/1989 (Update – changes made at Convention not requiring membership approval and changes approved for review 05/10/1989)
 16. 11/08/1991
 17. 10/22/1992
 18. 04/30/1993
 19. 08/11/1993
 20. 11/09/1994 (Update – changes made at Convention not requiring membership approval)
 21. 08/12/1999
 22. 03/13/2003 General Review
 23. 08/11/2005 Complete Review
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24. 10/30/2006 Complete Review
25. 10/01/2007 (Update of Officers and Dissolution Article
26. 08/27/2013 (Update and General Review)
27. 11/24/2020(Update and General Review)

STANDING RULES

1. GENERAL RESPONSIBILITIES OF OFFICERS AND BOARD MEMBERS

The general responsibilities of officers and board members are to:

- (1) Serve as a member of the Board of Directors and in the particular office to which elected assuming all responsibilities;
- (2) Formulate policies and be responsible for the conduct of the affairs of the club;
- (3) Attend all meetings of the Board of Directors;
- (4) Attend and support all club functions;
- (5) Serve as Board Contact of such committees as may be designated by the President, attend meetings of such committees and report all activities of such committees to the Board at its regular monthly meetings. The Board Contact shall transmit written monthly reports from the Committee Chairperson to the President and shall serve as liaison between the Committee and the Board in coordinating affairs of the various committees;
- (6) Approve applications for new members; accept any necessary resignation;
- (7) Approve expenditure of any item which the Board deems necessary to the maximum amount of \$75.00;
- (8) Report to membership action taken by the Board;
- (9) Give careful consideration to all items proposed for adoption on the annual budget;
- (10) Approve appointments of Committee Chairperson and the creation of any new committees;
- (11) Attend Region meetings, ADDC Conventions, and field trips/seminars when possible;
- (12) Submit an annual report to the President covering tenure of office and suggestions for any changes;
- (13) Deliver to their successor at the end of the term of office all records and files in their keeping;
- (14) Be positive in the representation of Desk and Derrick, upholding its purpose in contact with the public;
- (15) Perform such additional duties as may be required of the office to which elected.

II. DETAILED DUTIES OF THE PRESIDENT

The detailed duties of the President are to:

- (1) Serve as Chairperson of the Board of Directors and preside at all meetings of the Board of Directors and of the club;
- (2) Appoint Board members to act as Board contacts for each committee;
- (3) Appoint a Parliamentarian and all committee chairpersons;
- (4) Serve as an ex-officio member of all committees except the Nominating and Tally Committee;
- (5) Furnish Secretary with a copy of the agenda for Board meetings and regular club business meetings;
- (6) Sign all checks jointly with the Treasurer and/or Vice President;
- (7) Pick up correspondence from club post office box;
- (8) Distribute correspondence to Secretary and appropriate officer and/or committee chairman;

- (9) Ensure general membership is informed of all correspondence received by the club;
- (10) Serve as club delegate to ADDC Convention and Region Meeting and report to membership on these activities (see General Information – Representation for Reimbursement Guidelines);
- (11) Represent club upon acceptance when requested to do so at local club/civic functions and report to the membership on these activities. Reimbursement will be upon request and with the approval of the membership unless previously approved in the budget;
- (12) Act as liaison between the club, Southeast Region, and ADDC and keep the membership fully informed of all ADDC and Region matters;
- (13) Be responsible for club compliance with rules and regulations adopted by ADDC;
- (14) Delegate such duties to the Vice President as are applicable, in accordance with the proper conduct of the office;
- (15) Prepare and distribute an annual report to the club to be presented at its November meeting.

III. DETAILED DUTIES OF THE VICE PRESIDENT

The detailed duties of the Vice President are to:

Work closely with the President in coordinating affairs of the club and perform the duties of the President during absence or disability;

- (1) Sign checks jointly with the Treasurer in the absence of the President;
- (2) Succeed to the office of President should the vacancy occur;
- (3) Assume the duties of the Program Chairperson. Submit the Monthly Program Summary to the Region Program Representative, ADDC, and a copy for your files within seven (7) days.
- (4) Verify the club membership count with the Treasurer to assure its accuracy.

IV. DETAILED DUTIES OF THE RECORDING/CORRESPONDING SECRETARY

The detailed duties of the Secretary are to:

- (1) Keep a factual and unbiased record of the proceedings of all meetings of the club, including those of the Board of Directors in the Permanent Minute Book;
- (2) Be custodian of all minutes of the Board and Regular meetings, which are the legal permanent records of the club and should never be destroyed.
- (3) Notify all Board members of the date, time, and place of regular Board meetings at least one (1) week in advance and special meetings at least six (6) hours in advance;
- (4) Keep a copy of the bylaws and have custody of all club records that are not specifically assigned to another office;
- (5) Notify the President if absent from any club meeting at least eight (8) hours prior to meeting in order that the President may designate a member to perform these duties;
- (6) Submit to the President, at least 24 hours prior to the meeting of the Board, any matters to be discussed at the meeting;
- (7) Furnish the President with a copy of the minutes as soon after the meeting as possible and at least several days prior to the next meeting to assist in preparing their agenda;

- (8) Call roll at all meetings of the club and of the Board of Directors to establish a quorum and to maintain the attendance records of the club;
- (9) Present the minutes at all regular and Board of Directors meetings;
- (10) Maintain a central file of the club's correspondence;
- (11) Issue all authorized notices to the membership;
- (12) Notify the Regional Director of all newly elected officers and board members or changes of officers;
- (13) Carry on the correspondence of the club;
- (14) Acknowledge all formal resignations from members.

VI. DETAILED DUTIES OF THE TREASURER

The detailed duties of the Treasurer are to:

- (1) Submit the books for audit prior to the beginning of the club year as directed by the Board of Directors;
- (2) Collect and disburse all funds of the club as directed by the Board of Directors;
- (3) Secure proper signature cards for checking and/or other banking accounts;
- (4) Sign all checks jointly with the President, or the Vice President in the absence of the President;
- (5) Forward annual dues and membership list to the Association Treasurer as instructed;
- (6) Forward annual Regional dues and membership list to the Region III Fund;
- (7) Circulate a financial statement to membership of the year's financial status;
- (8) Account for all funds and records in the Treasurer's keeping;
- (9) Work closely with the Finance Committee in order that all will be in order on records;
- (10) Be responsible for payment of the U. S. Postal Box annual rental which is due on December 31st.
- (11) Keep files on statement of earnings with the Internal Revenue Service prior to May 15th. File tax return for the club.
- (12) Maintain an up-to-date open set of books for all members to review at their request;
- (13) Prepare and distribute an annual report to the club of the year's financial status to be presented at its January meeting;
- (14) Have books available for audit at the close of the fiscal year, or when directed by the Board of Directors.

VII. DETAIL DUTIES OF THE DIRECTOR

The detailed duty of the Director is to:

- (1) Assist other members of the Board of Director.

RESPONSIBILITIES OF ALL COMMITTEE CHAIRMEN

- (1) Attend Board meeting(s) upon request of the President.
- (2) Conduct the affairs of the assigned committee.
- (3) Secure the necessary files from the previous year's chairmen.
- (4) Maintain a complete file on their committee's activities to be turned over to an incoming chairman at the end of the year.
- (5) Call meetings of their committee, notifying each member, including their Board Contact and the President, of the date, time and place of such meetings.
- (6) Select a co-chairman and as many committee members deemed necessary.