

election and administer the Oath of Office to the newly elected officers and directors and the New Member Pledge to new members.

3. The Secretary shall prepare accurate minutes of the proceedings of all meetings and shall obtain approval of the minutes at the next meeting. He shall conduct the correspondence of the club and other such duties as are generally assumed to be the responsibility of the Secretary, and with the assistance of the Membership Director, keep a record of the names and addresses of all members,
4. The Treasurer shall take charge of all monies belonging to the Club, pay all bills as directed by the Board of Directors; submit a written statement of each meeting; keep account of all receipts and disbursements; submit statements as required including a year-end statement at the Annual meeting; deposit all monies as directed by the Board of Directors; receive all initiation fees and annual dues from the Membership Director and all proceeds of Club activities from the activity chairpersons. All checks drawn on Club accounts shall bear the signature of the Treasurer or the President. The Treasurer shall serve without bond.
5. The Board of Directors shall be the highest tribunal and authority when the Club is not in session and shall perform other duties as outlined in these By-Laws.

## ARTICLE VI - MEETINGS

- Section 1. The Annual Meeting shall be the first meeting in January. The installation of officers and directors shall take place at this meeting, or at a following meeting for individual officers not available to take his or her Oath of Office at the January meeting.
2. The Club shall meet once monthly. The Board of Directors shall meet prior to the regular membership meeting. Special meetings may be called from time to time to resolve complex or specific issues.
  3. A special meeting of the Board of Directors may be called at any time by the President, a majority of the Board of Directors or by petition signed by 15 members in good standing. Only such business as may be specified in the meeting agenda may be acted upon at a special meeting. Notification of the meeting and agenda shall be by regular mail, e-mail, or telephone at least five days prior to the meeting.

## ARTICLE VII – QUORUM

- Section 1. A quorum of club members shall be 15 members. A quorum of the Board of Directors shall be 5 members of the Board. If less than these numbers are present, the presiding officer shall dispense with any transaction of business.

## ARTICLE VIII – DUTIES OF DIRECTORS & COMMITTEES

- Section 1. The Membership Director shall be responsible for providing application forms to the eligible new members, securing initiation fees and annual dues from new and old members, providing new members with nametags, an up-to-date membership roster and a copy of the Constitution and By-Laws. He shall maintain an accurate record of paid-up members' addresses, telephone