

## ARTICLE VI OFFICERS DUTIES

1. Section 1. The President shall preside at all meetings of the association, the Executive Committee and the Executive Board at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association, or by the Executive Board; may appoint a parliamentarian and historian, with the approval of the Executive Board; and shall coordinate the work of the officers and committees of the Association in order that the Objects may be promoted. The Associations fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. ***It shall be the President's responsibility, together with the Treasurer to insure that the Barracuda Diamond Club, Inc's non profit tax return (form 990EZ and Schedule A) is timely filed with the IRS by November 15<sup>th</sup> of each year.***

Section 2. The Vice-President(s) shall act as an aide(s) to the President. The Executive Board shall appoint one of the three Vice Presidents to perform the duties of the President in the absence or disability of that officer to act.

Section 3. The Secretary shall record the minutes of all meetings of the association and of the Executive Committee and Executive Board, and shall perform such other duties as may be delegated to him/her.

Section 4. The Treasurer shall have custody of all of the funds of the Association; shall keep a full and accurate account of the receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Association, the Executive Board, the Executive Committee, or a Special Committee. Three signatures must be on file at the bank, with only one signature required on all CRDC checks. The Treasurer shall present a financial statement at every meeting of the Association and at other times when requested by the Executive Board and shall make a full report at the annual meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as condition to the requirements of Article VII, Section 3, of the bylaws. ***It shall be the President's responsibility, together with the Treasurer to insure that the Barracuda Diamond Club, Inc's non profit tax return (form 990EZ and Schedule A) is timely filed with the IRS by November 15<sup>th</sup> of each year.***

The Treasurers accounts shall be examined annually by an auditing committee of no less than three members, who satisfied that the Treasurers annual report is correct, shall sign a statement to that fact at the end of the report. The auditing committee shall be appointed by the Executive Board. The auditor's report shall be given at the next regular meeting after their appointment.

Section 5. All officers shall:

- a. Perform the duties prescribed in these bylaws and by parliamentary authority adopted by this Association.
- b. Deliver to their successors all official material not later than ten days following the end of the school year or the installment of the incoming successors, whichever comes last.