

ARTICLE VIII DUTIES OF OFFICERS

President

The President shall preside at all meetings of the membership of **DC Chapter of 7 X 24**. Annually at a meeting of the members of the **DC Chapter of 7 X 24**, the President shall deliver a report as to the condition of the **DC Chapter of 7 X 24**, which report shall be made a part of the minutes of such meeting. The President shall be an ex officio member of all committees. The President should be an end-user.

Executive Vice President

The Executive Vice President shall preside at all meetings in the absence of the President. In the event of a vacancy, an inability or refusal to act by the President, the Vice President shall perform all of the duties of the President during each unfilled period. In addition, the Vice President shall perform such duties as may be directed by the President and/or membership from time to time.

Vice Presidents

The ten (10) Vice Presidents shall attend at all meetings. In the event of a vacancy, an inability or refusal to act by the President, or Executive Vice President, one of the Vice Presidents shall perform all of the duties of the President during each unfilled period. In addition, the Vice President shall perform such duties as may be directed by the President, Executive Vice President and/or membership from time to time.

Executive Director

The Executive Director and Recording Secretary shall attend all meetings of the membership and other such **DC Chapter 7 X 24** meetings as the President may direct.

Said Executive Director shall be responsible for the day to day operation of the organization and direct the ongoing development of the organization. Executive Director shall be responsible for recording and keeping accurate and permanent records of all meetings of the **DC Chapter of 7 X 24** membership, and other such meetings as the President may direct, said records when transcribed to be the official record of such meeting or proceeding.

The Executive Director shall be the custodian of all corporate and of final records of the **DC Chapter of 7 X 24**. The Executive Director shall prepare and facsimile notices of meetings, ballots and such other information as may be required by these By-Laws and as may be directed but the President from time to time.

Secretary/Treasurer

The Secretary/Treasurer shall be a member of the board of directors. The Secretary/ Treasurer shall be responsible for all recording and financial functions of the organization and have custody of all funds, accounts, securities or other moneys of the **DC Chapter of 7 X 24**. The Secretary/Treasurer shall pay all debts of the **DC Chapter of 7 X 24** after approval in the manner prescribed, receive sums due and payable to the **DC Chapter of 7 X 24** and account therefore, deposit funds of the **DC Chapter of 7 X 24** in accounts as approved by the officers, and sign on behalf of the **DC Chapter of 7 X 24** an checks and drafts drawn on **DC Chapter of 7 X 24** accounts. All checks shall require two (2) signatures- one of the Executive Director and Treasurer or the President or Executive Vice President, in the absence of the President.