

From CCW-ADW Bylaws as of March 2023

ARTICLE V: OFFICERS

Section 1: Title. The officers shall be a President, Vice President, Secretary, and Treasurer.

Section 2: Qualifications. To be eligible for an office, candidates must be a member of CCW-ADW in good standing for at least a year.

Section 3: Election; Term of Office. All officers shall be elected by members attending the election meeting. All officers shall be elected for a term of two years. A person may serve no more than two consecutive terms for each position on the Executive Committee. ...

Section 6: **President.** The President shall supervise and control all the business and affairs of CCW-ADW, perform all duties incident to the office of the president of an organization; including, but not limited to, the execution, on behalf of CCW-ADW, of any contract or agreement approved by the Board and have such other powers and perform such other duties as may be prescribed in these Bylaws or by the Board from time to time. The President shall preside at the annual meeting and all meetings of the members, the Board of Directors, and the Executive Committee. She will act as chief representative of CCW-ADW. She shall be an ex-officio member of all committees except the Nominating Committee.

Section 7: **Vice President.** The Vice President shall, at the request of the President, or in the President's absence or during her inability to act, perform the duties and exercise the functions of the President, and when so acting shall have the powers and duties of the President. The Vice President shall have such other powers and perform such other duties as are from time to time assigned to her by the President or the Executive Committee.

Section 8: **Secretary.** The Secretary shall sign, with the President, such documents as are customarily attested to by the secretary of an organization and shall keep minutes of meetings and forward such notices as may be required pursuant to the provisions of these Bylaws. The Secretary shall keep and file the books, reports, statements, and such other documents and records as may be required or necessary for the conduct of CCW-ADW's business. The Secretary shall perform such other duties incident to the office of Secretary as may be assigned by the President or the Executive Committee or otherwise set forth in these Bylaws.

Section 9: **Treasurer.** The Treasurer, following the Standing Rules, shall have charge of and be responsible for all funds and securities of CCW-ADW and for all records pertaining to the same and shall, at the request of the President or any Board member, render an account of all transactions and perform such other duties as may be assigned from time to time by the President or the Executive Committee. The Treasurer shall, at least annually, report to the Board and the membership on the financial condition of CCW-ADW.