

President shall:

- A. Preside at the Board of Directors and the General Membership meetings.
- B. Be familiar with the Bylaws of the club and parliamentary procedure.
- C. Supervise the overall working of the club.
- D. Appoint all Standing Committee Chairpersons.
- E. Appoint all Special Committees as may be deemed necessary.
- F. Be neutral and impartial while presiding at the general membership meetings and shall not enter a debate or vote with the exception of a ballot vote.
- G. Relinquish the chair if he/she is to participate in a debate and/or vote on a motion being discussed on the floor. The President may return to the chair after his/her participation is completed.
- H. Shall appoint an audit committee to prepare and submit any and all necessary forms for the filing of taxes. This service will be done on an annual basis or by whatever rules enforced by the IRS.
The Audit Committee will prepare a final report and submit to the President and the Board following the end of the fiscal year.

Vice President shall:

- A. Preside at all meetings in the absence of the President, or if the President vacates the chair.
- B. Serve the remaining term in the event of the resignation or disability of the President.
- C. Be familiar with the Bylaws of the club and parliamentary procedure.

Secretary shall:

- A. Maintain complete and accurate minutes of club meetings.
- B. Handle all correspondence.

Treasurer shall:

- A. Collect all monies payable to the club.
- B. Pay all expenses incurred by the club.
- C. Deposit such monies in the bank account in the name of the Virginia Beach Shag Club, Inc. within three (3) working days of receipt.
- D. Assist the President in preparing an operating budget by the first of March of the current year.
- E. Co-sign checks, drafts, and orders with the President for the payment of indebtedness issued in the name of the club.
- F. The Treasurer and all persons authorized to handle the club's funds shall give fidelity bonds in the amount determined by the Board. The expense for these bonds shall be borne by the club.
- G. Ensure complete and timely filing of all Federal, State and Local tax related forms and/or other required tax filings. Forms shall be sent by Certified Mail – Receipt Requested. Completed document copies shall be maintained as part of Treasurer's files and accessible at all times.
- H. Shall **ensure** books are audited at end of term.
- I. Ensure that the Annual State Corporation report is filed timely and updated as required.
- J. Ensure that the Corporation Charter is filed timely, necessary fees paid, and updates made as required by law. Copy and ensuing changes to be in Secretary's file and accessible at all times.

Nominating Committee Chairperson

- A. Be responsible to ensure that the election of officers is in accordance with ARTICLE VIII of these Bylaws.