



*rebirth of hope*  
**Easter Group**

dba Sitka Outreach and Support [SOS]: Lifeline

## **ARTICLE VII OFFICERS**

**Elected officers** - The elected officers are President and Vice President.

**Terms of office** - The terms of all officers are two years and until the next annual meeting or until a successor is chosen (see Vacancies). Should the office of the President become vacant, the Vice President becomes President at once and a new Vice President is chosen as provided under “Duties, paragraph 2”.

**Appointed officers** - The President appoints a Secretary and a Treasurer whose terms run concurrently with the President’s.

**Duties** - The President shall preside at all meetings. They shall by virtue of their office be Chairman of the membership. They shall present at each annual meeting of the organization an annual report of the work of the organization. They shall appoint all committees, temporary or permanent. They shall see all books, reports and certificates required by law are properly kept or filed. They shall be one of the officers who may sign the checks or drafts of the organization.

The Vice President shall in the event of the absence or inability of the President to exercise their office become acting president of the organization with all the rights, privileges and powers as if they had been the duly elected president. If the President resigns their office, the Vice President will assume the office on a permanent basis and a new Vice President will be chosen at the next regular meeting.

The Secretary shall keep the minutes and records of the organization in appropriate books. They shall give and serve all notices to members of this organization. They shall be the official custodian of the records and seal of this organization. They may be one of the officers required to sign the checks and drafts of the organization. They shall present to the membership at any meetings any communication addressed to them as Secretary of the organization. They shall attend to all correspondence of the organization.

The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. They shall cause to be deposited in a regular business bank any and all funds of the organization. As officer in charge of funds, they shall mail receipts and appropriate thank you notes to donors in a timely manner. They shall be one of the officers authorized to sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. They shall render at stated periods as the membership shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the membership of such meeting.

Officers shall by virtue of their office be members of the Easter Group dba Sitka Outreach and Support: Lifeline in good standing.

No officer shall for reason of their office be entitled to receive any salary or compensation.

**Vacancies** - Vacancies in elective positions are filled by the membership at the next meeting. The President shall fill vacancies for the appointed positions.

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