

Duties of Elected Staff

Duties of the President:

1. To preside at all meetings.
2. Keep calm at all times.
3. Talk no more than necessary while presiding.
4. Have agenda for meeting before him/her and proceed in a business-like manner.
5. Have a working knowledge of parliamentary law and thorough understanding of the constitution and bylaws of the organization.
6. Refrain from entering the debate of questions before the assembly. If it is important that this be done, the vice-president should be placed in the chair. A president is not permitted to resume the chair until after the vote has been taken on the questions under discussion.
7. Extend every courtesy to the opponents of a motion, even though the motion is one which the chair favors.
8. Always appear at the rostrum a few minutes before the time of the meeting. When the time arrives, note whether the quorum is present; if so, call the meeting to order and declare, "a quorum is present."
9. Declare that meetings are recessed and adjourned.

Duties of the Vice-President:

1. To preside at meetings in the absence of the president or whenever the president temporarily vacates the chair.
2. If the president should be absent for a long period of time, the vice-president may exercise all duties of the president, except to change or modify rule made by the president.
3. In case of resignation or death of president, the vice-president automatically becomes the president, unless the bylaws provide other methods. If they do not and the vice-president does not wish to assume the presidency, he/she must resign as vice-president.
4. In the absence of the president, the vice-president is not "ex-officio" a member of any committee.

Duties of the Secretary:

1. Issues all calls or notices of meetings.
2. Writes such letters as the organization or executive committee may designate. Keeps a neat and careful record of all business done in the meetings.
3. Must record exact wording or motions.
4. Records brief excerpts from speeches, if important, without favorable or unfavorable comments.
5. Should record names of persons appointed to committees.
6. Should be at the meetings ahead of time.
7. Should have the minute book of the organization with him/her so that reference can be made to minutes of past meetings.

Duties of the Treasurer:

1. Receives and disburses funds of an organization upon the authority of said organization.
2. Should be bonded.
3. Should make monthly statements and report once a year, or upon the request for the organization during the year.
4. Should prepare his report for auditing.
5. Should not accept bills for payment unless receipts are presented.

Duty of the Chaplain:

- The chaplain recites or gives invocation and benedictions where such prayers are offered at the opening and closing of meetings.

Duty of Sergeant-at-Arms:

- The sergeant-at arms helps in keeping order. He may also be in charge of the ushers. He may also handle certain physical arrangements such as making sure that the furnishings are in proper order for the meetings.

Duties of Committees:

- Committees have no authority except that which is given them by the constitutions or by vote of the organization. Unless otherwise provided, the person first named or the one receiving the largest number of votes is the chairman. A committee has no rights to incur any debts or involve the organization in any way unless given full authority to do so.