

Section 3. The secretary shall record the minutes of all proceedings of the board and membership meetings and, with the president, shall sign all contracts for the organization, And shall handle the correspondence of the organization.

Section 4. The Treasurer Shall

- A. Have charge of all the funds of the organization;
- B. Make a financial report at each membership meeting;
- C. Sign all checks with the president;
- D. Keep dues collected in advance for the next administration;
- E. Be bonded (at the expense of the Association);
- F. Keep restricted funds of the organization in separate Accounts.

#### Article VIII - Meetings

Section 1. There shall be a membership meeting four times per year. Notice of such meeting shall be given each member at least 15 days before the meeting.

Section 2. Special meetings may be called by the president or the board. Upon written notice of 10 members, the president shall call a meeting. Notice of special meetings shall be given to members at least 5 days in advance.

Section 3. Business shall be conducted at regular or special meetings of the membership by the board and those attending members empowered to vote.

Section 4. The February meeting shall be designated the annual meeting, and shall include a review of all assessments made and money spent during the previous year.

#### Article X - Discipline

Section 1. Charges of working against the principle and purpose of the organization may be filed in a written statement signed by 5 members in good standings and sent to the executive board.

Section 2. The accused member shall be notified in writing of the action and shall have the privilege of being present at a special or regular meeting of the executive board, at which the charge will be considered.

Section 3. Disciplinary action will be decided upon by the board and administered by them unless it be deemed a matter to be brought before the general membership.

#### Article XI - Amendments

These bylaws may be amended or revised by an affirmative vote of two-thirds of all members present at a meeting designed for that purpose. Copies of proposed amendments and revisions shall be given members in Writing at least two months prior to the meeting.