

DUTIES OF THE PRESIDENT

He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of incorporation of this club, or by these bylaws, or which may be prescribed from time to time by the Executive Board.

The President shall:

1. be the chief executive officer of the club;
2. shall supervise and control the affairs of the club and the activities of the officers;
3. be present and preside at all meetings;
4. appoint committee chairpersons with the advice and consent of the Executive Board;
5. serve as ex-officio member of all committees;
6. approve the monthly agenda and newsletter;
7. serve as a co-signatory on all PFC accounts.

DUTIES OF SECRETARY

He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of incorporation of this club, or by these bylaws, or which may be prescribed from time to time by the Executive Board.

The Secretary shall:

1. certify and be custodian of all club records;
2. keep in the records the original, or a copy of these Bylaws as amended or otherwise altered to date and a copy of the PFC's Articles of Incorporation;
3. be able to exhibit these records for inspection at all reasonable times to any member of the club, or to his or her agent or attorney, on request therefore, the Bylaws and the minutes of the proceedings of the Executive Board;
4. keep a complete and accurate record of minutes of all meetings and proceedings of the Executive Board, regular club meetings and special meetings. These records shall indicate the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceeding thereof;
5. see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
6. manage all outgoing and incoming correspondence which has been approved by the President or Executive Board;
7. prepare and distribute, with the President and/or the Executive Board, the monthly agenda and newsletter, unless a chairperson is designated to do such;
8. serve as a co-signatory on all PFC accounts.