

ARTICLE II Elected Officers

Section II: Duties of Officers – Elective

President

- a. Presides at all meetings of the Chapter and the Executive Board.
- b. Directs the activities of the Chapter.
- c. Open the meeting by taking the chair and calling the meeting to order.
- d. Obey all lawful order of the body, be thoroughly familiar with the Chapter's constitution and bylaws, the rules of parliamentary law and procedure, and the constitution of the Grambling University National Alumni Association.
- e. Serves as a liaison between the association and the national body.
- f. Signs letters and documents necessary to the will of the Chapter and approve publication in the name of the Chapter.
- g. Shall countersign all checks and vouchers as one of two required signatures. The others being the Vice President, Treasurer or Financial Secretary.
- h. Represents or appoint a representative to represent the Chapter in the business matters with the Association.
- i. Attend and make an annual report to the body of all activities at the Grambling University National Alumni Association Annual and Executive Board Meetings.
- j. Represents and speak for the Chapter to organizations and to the public.
- k. Calls a meeting whenever necessary.
- l. Appoints the Chairperson of each Standing Committee except where designated by the Bylaws.
- m. Appoints the Chaplin, Historian and Public Relations person from the membership.
- n. Acts as an ex-officio member of all committees except the Nominating Committee.
- o. Has the responsibility for seeing that all officers and committees function in their respective duties, and that all activities of all committees are coordinated.
- p. Takes action, with advice and approval of the Executive Board on matters which cannot be deferred until the next meeting.

Vice President

- a. Presides at all meetings in the absence of the president or if the position becomes vacant.
- b. Performs such duties as assigned by the President or the Executive Board.
- c. In the event of the resignation or death of the President, shall become President until after a special election has been held to replace the President.
- d. Serves as chairman of the program committee.
- e. Can countersign all checks and vouchers as one of two required signatures. The other being the Treasurer or the Financial Secretary.

Recording Secretary

- a. Takes careful and authentic notes of the proceeding of the meeting as a basis for preparing the minutes.
- b. Reads the minutes to the Chapter for correction and approval; enter any corrections approved by the members with the date of approval.
- c. Brings to the meeting the minute book, a copy of the Constitution and bylaws, a list of members, a list of committees and a copy of the parliamentary authority adopted by the Chapter.
- d. Searches the minutes for information requested by the officers or members.

- e. Assist the President in the preparation of the order of business to be considered at each meeting.
- f. Preserves all records, reports and official documents of the Chapter except those specifically assigned to the custody of other members or officers.
- g. Provides the chairperson of each special committee with a list of his or her committee members, a copy of the motion referring the subject to the committee and instructions and other documents that may be useful.
- h. Provides to each member of the Executive Board a copy of the minutes of the preceding meeting no later than ten days before the regularly scheduled Executive Board meeting.

Correspondence Secretary

- a. Is responsible for all incoming and outgoing correspondence of the Chapter.
- b. Reads all papers, documents or communications as directed by the presiding officer.
- c. Responsible for maintaining the chapter's website (gramblingatl.com) and social media accounts (Facebook and Instagram).
- d. Perform those duties of the Chapter as directed by the President or the Executive Board.
- e. Maintains and up-to-date listing of active members.

Treasurer

- a. Has charge of all funds of the Chapter.
- b. Keeps an accurate financial record of all Disbursements and Deposits.
- c. Deposits all funds collected by the Financial Secretary for deposit in such banking institution as the membership shall authorize and the accounts shall be in the name of the Chapter.
- d. Shall render written monthly and annual reports, and a report at such other times as the Chapter may authorize.
- e. Prepares and submit a detailed financial report of the annual meeting of the Grambling University National Alumni Association.
- f. Serves as the Chair of the Finance Committee.
- g. Give a receipt of all monies received from the Financial Secretary.
- h. Presents to the Chapter a proposed budget for the annual operation of the Chapter as planned by the Finance Committee.

Financial Secretary

- a. Shall be responsible for the collection and accounting of all funds of the Chapter including the money from ticket sales.
- b. Issues receipts for all monies collected.
- c. Will work closely with the Business.
- d. Keeps an up-to-date listing of active members.
- e. Assist the Treasurer and shall, in the absence of the Treasurer, perform the duties of the Treasurer.
- f. Can countersign all checks and vouchers as one of the two required signatures. The other being the Treasurer, President or the Vice President.
- g. Is a member of the Finance and Fundraising Committees.

Business Manager

- a. Supervises and monitors all the business affairs of the Chapter including budgeting and fundraising.
- b. Distributes tickets and work closely with the Financial Secretary during the ticket sales.

- c. Serve as Chair of the Fundraising Committee if none is appointed by the President.
- d. Serve as financial liaison between Chapter and the Association and the Chapter's business interests.
- e. Shall certify all financial statements of the Chapter.

Parliamentarian

- a. Shall interpret the rules and regulations as prescribed in the Constitution and bylaws of the Chapter and the current edition of the Robert's Rules of Order.
- b. Serves as Chair of the Constitution and Bylaws Committee.