

ADMINISTRATION CONTINUED

Section 4 RESPONSIBILITIES

Responsibilities for proper administration of the business of this Chapter shall be divided among elected officers as follows:

PRESIDENT – The President shall preside over all meetings of the CENTRAL OKLAHOMA CHAPTER and shall have overall responsibility for management and the Chapter's public image. The President shall act as liaison between the Chapter and the STUDEBAKER DRIVERS CLUB, INC., and it shall be his duty to obtain sanction for all chapter activities for which sanction is required by the By-Laws of the STUDEBAKER DRIVERS CLUB, INC. The final decision for all chapter activities shall rest with the President, and he shall be an ex-officio member of all committees. The President shall also appoint all committee chairmen which are not elective offices. The responsibilities and duties of all appointed committee chairmen and committee members expire each year at the same time that the elected officers' tenure expires.

VICE-PRESIDENT – In the absence or disability of the President, the Vice-President shall assume all duties of the President and, when so acting, shall have all the powers and be subject to all restrictions of the Presidency. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the President.

SECRETARY- the Secretary shall attend all meetings and record the minutes of those meetings. He shall report at the beginning of each meeting the business discussed at the previous meeting with decisions agreed upon. He will report all old business and any new business that is to be discussed at the current meeting, and he will advise the chairman regarding chapter business history. The Secretary shall act as ex-officio Membership Chairman and shall maintain accurate membership rosters and correspondence files.

The Secretary shall be responsible for mailing all chapter correspondence, the funds for which shall be provided out of the chapter treasury by the Treasurer. When Chapter events are scheduled, it shall be the Secretary's responsibility to notify each member within sufficient time to prepare to attend.

TREASURER - The Treasurer shall be responsible for all monies collected and disbursed by the Chapter, and shall keep an accurate accounting of all Chapter funds. The Treasurer will establish, for the Chapter and in the name of the Chapter, a commercial checking account for the receipt and disbursement of all funds. Checks drawn on that account will require the signature of either the President or the Treasurer and will be drawn only upon receipt by the Treasurer of valid proof of debt or obligation or upon unanimous agreement of all Board members that an expenditure is a necessity. The Treasurer will be responsible for an up-to-date financial report at each business meeting, or at any time called upon to do so by other members of the Board. Any officer may substitute his signature for either the President or Treasurer, providing that the officer for whom he is substituting is either absent or physically unable to sign.

No obligation, debt or other liability shall be incurred by the Treasurer without specific approval of all members of the Board.