

Modoc Recreational Estates Association

Duties of the Board of Directors – by position

(per bylaws amended 7-5-1986)

Officers of the Association shall be President, Vice President, Secretary, Treasurer, and Sergeant at Arms.

Duties of the President: The President shall serve as agent for members so wishing to prosecute violators of wrongdoing in the Estates. (Other) principal duties of the President are listed below:

- a. To open the meeting at the appointed time, taking the chair and calling the meeting to order, having ascertained that a quorum is present.
- b. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.
- c. To recognize members who are entitled to the floor.
- d. To state and to put to vote all questions that legitimately come before the assembly as motions that otherwise arise in the course of proceedings (except questions that relate to the presiding officer, per Robert's Rules of Order, and to announce the results of each vote; or, if a motion is not in order is made, to rule it out of order.
- e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- f. To enforce the rules relating to debate, to order, and to decorum within the assembly.
- g. To expedite business in every way compatible with the rights of members.
- h. To decide all questions of order, subject to appeal; unless when in doubt, prefers to submit such a question to the assembly for decision.
- i. To respond to inquiries of members relating to parliamentary procedure or information bearing on the business of the assembly.
- j. To authenticate by personal signature, when necessary, all acts, orders and proceedings of the assembly.
- k. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

Duties of the Vice President: The Vice President shall in the absence or disability of the President perform all the duties of the President, and when so acting shall have the powers of, and be subject to the restrictions upon the President.

Duties of the Secretary:

- a. To keep a record of all the proceedings of the organization, usually called minutes.
- b. To keep on file all committee reports.
- c. To keep the organization's official membership roll (unless another officer or staff member has this duty), and to call the roll where it is required.
- d. To make the minutes and records available to members upon request.

- e. To notify officers, committee members, and delegates of their election or appointment; to furnish committees with whatever documents are required for the performance of their duties; and to hand on hand at each meeting a list of all existing committees and their members.
- f. To furnish delegates with credentials.
- g. To sign all certified copies of acts of the society, unless otherwise specified in the bylaws.
- h. To maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
- i. To send out to the membership a notice of each meeting, known as the call to the meeting, and to conduct the general correspondence of the organization, that is, correspondence, which is not a function proper to other officers or to committees.
- j. To prepare, prior to each meeting, an order of business for the use of the presiding officer showing their exact order, under each heading, all matters known in advance that are due to come up and, if applicable, the times which they are set.
- k. In the absence of the President and Vice President, to call the meeting to order and to preside until the election of a chairperson pro tem, which should take place immediately.

Duties of the Treasurer:

The Treasurer merely holds the funds deposited and pays them out only on the order of the society; the voucher being signed by the President or Secretary. Treasurer is required to make a full financial report annually or as the bylaws prescribe, and to make interim reports as the assembly or the Executive Board may direct. The Treasurer shall keep and maintain adequate and correct books of account showing the receipts and disbursements of the Association, and an account of its cash and other assets, if any. Such books of account shall be at any time open to any member or Director.

The Treasurer shall deposit all monies of the Association with such depositories as are designated by the Board of Directors.

Duties of the Sergeant at Arms:

The Sergeant at Arms is an executive officer of Modoc Recreational Estates Association's Board of Directors, who shall enforce order at all Association meetings and Board of Directors meetings.