

OFFICERS

PRESIDENTS

The Presidents of the State Society shall:

1. Be the Chief Executive Officer of the Society.
2. Preside at all meetings of the Board of Directors, at the Annual Convention, and at such special meetings of the membership as may be set by the Board of Directors.
3. Sign or have his signature printed on all certificates of membership.
4. Sign with the Secretary all deeds, contracts, leases, certificates of membership, or other documents executed by the Society, with the exception of contracts related to seminars and the annual convention that have been authorized by the President.
5. Make a report at the Annual Convention on the progress of the Society.
6. Do any and all things that, with the approval of the Board of Directors, he may deem necessary to carry out the provisions of the By-Laws, to protect the rights and interests of the Society and to promote the common welfare of the members.
7. Assume responsibility for the Annual convention. This authority may be delegated.
8. Appoint a nominating committee 60 days before the Annual convention. (See ELECTIONS)
9. Appoint Standing committee chairmen and at least two members of each Standing Committee within 30 days following the close of the annual Convention.
10. Appoint District Representatives, if any, within 30 days following the close of the annual convention.
11. Fifteen days prior to the Annual Convention, send to all members an information package which will include but not be restricted to:
 - a. Agenda
 - b. MAPP changes
 - c. Treasurer's report
 - d. Proposed budget
 - e. Previously unapproved general membership meeting minutes
 - f. Elections Committee Report
 - g. Any pertinent information for any other agenda item.

The President of the State Society may:

12. Appoint any committee he may deem advisable to promote the welfare of the Society.
13. Suspend and temporarily remove any committeeman appointed by him for neglect of duty, gross inefficiency, or violation of the By-Laws.

1ST VICE-
PRESIDENT

The First Vice-President shall:

1. Have such powers and shall perform such duties as are or shall be prescribed by the By-Laws, the Board of Directors, or the President.
2. Perform the duties of the President in the event of the disability of the President to perform his duties, or his absence from any meeting where his presence would be required.
3. Become President of the Society for the unexpired term if the office of the President shall become vacant. Such service shall not prevent the First Vice-President from being nominated for the office of President of the Society at next Annual Convention.
4. Be an ex-officio member of all committees and report to the President.

2ND VICE-
PRESIDENT

The Second Vice-President shall:

1. Have such powers and shall perform such duties as are or shall be prescribed by the By-Laws, the Board of Directors, or the President.
2. Shall perform the duties of the First Vice-President in the event of the disability of the First Vice-President to perform his duties, or in his absence from any meeting where his presence would be required.
3. Become First Vice-President of the Society for the unexpired term if the office of the First Vice-President shall become vacant. Such service shall not prevent the Second Vice-President from being nominated for the office of First Vice-President at the next Annual Convention.

SECRETARY

The Secretary shall:

1. Record or supervise the recording of the proceedings of all meetings of the Board of Directors and the Annual Convention.
2. See that all notices are duly given in accordance with the provisions of the By-Laws or as required by statute.
3. Be custodian of the corporate records.
4. Sign with the President all deeds, contracts, leases, certificates of membership, or other documents executed by the Society, except contracts related to seminars and the annual convention.
5. Send out all notices required by the President that apply to the Board of Directors.
6. Have an up-to-date roster of the membership of the Society.
7. The Secretary shall prepare and distribute Board and Annual Meeting minutes to the Board within 30 days after each Board Meeting.

TREASURER

The Treasurer shall:

1. Receive dues, assessments, receipts from publications, advertisements, banquets, meetings, special committee sales, and all other receipts of the Alaska Society of Independent Accountants.
2. Deposit all monies belonging to the Society in a bank approved by the Board of Directors, in an account carried in the name of the Alaska Society of Independent Accountants.
3. Sign or co-sign all checks for withdrawal from such account.
4. Retain all paid bills on which shall be entered the number of the check which paid such bill.
5. Maintain a cash receipts and disbursements record together with a general ledger designed in accordance with the principles of double entry bookkeeping.
6. Make a quarterly report to all members of receipts and disbursements and such other facts as are deemed pertinent.
7. Submit an annual Report at the Annual Convention.
8. Furnish and prepare any other reports requested by the President or the Board of Directors.
9. Invoice members for the annual dues 30 days prior to the beginning of the fiscal year.
10. Send notification of delinquency to the member and the Membership Committee when dues are not received within 60 days after the beginning of the fiscal year.
11. Notify the Membership Committee of members who have not paid dues within fifteen (15) days after the delinquency notice in #10 above.
12. Make reimbursement for travel expenses within 30 days of the submitted request.
13. Segregate Board appropriated reserve funds in the Treasurer's Report; and assure Board approval for expenditures from these funds.
14. Shall be responsible for filing Forms 990 as well as any required extensions.

The Treasurer may:

15. Refuse to pay any bill that seems unjust and ask the President to approve same before making payment.

Ref: 03-86-21; 03-86-22; 03-86-23; 03-86-24; 03-86-25; 03-86-26; 03-86-27; 03-88-02; 03-88-03; 03-88-04; 01-86-08; 03-88-14; 03-90-03; 03-96-03; 03-07-02; 03-07-03; 03-08-01;

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