

## **DUTIES OF THE TREASURER**

The duties of the Treasurer shall be:

- 1) To deposit and record dues and any other income of the Club.
- 2) To disburse and record all expenditures of the Club.
- 3) To make regular reports of the Club's financial condition and a yearly report to the national VCA.
- 4) To perform such other duties that, from time to time may be specifically assigned to him or her by the President.
- 5) To get executive committee approval for expenditures over \$250.00 per event.
- 6) To update incorporation information yearly.
- 7) To file IRS tax paperwork yearly.

## **DUTIES OF THE WEB MASTER**

The duties of the Web Master shall be:

- 1) To maintain the local Club's web site.
- 2) To back up the web site.
- 3) To regularly keep the events section up to date.
- 4) To e-mail members on club activities and other events Viper owners may be interested in, at the direction of the President.

This office may be combined and filled by another Club officer. (Example: Vice President and Web Master could be the same person). When another Club officer fills this office, the person filling both positions is only allowed one vote on executive decisions.

## **ARTICLE V - MEETINGS**

1. The President shall designate the time and place of meetings.
2. Notification of all meetings shall be given to each member in good standing prior to the meeting. Posting of meeting notices on the Club's web site or e-mail shall constitute notification.
3. At all business or special meetings, the active and honorary members and their significant others in good standing who are in attendance shall constitute a quorum for the transaction of business.
4. All Club business will be approved or rejected on the basis of a majority of votes cast by the active and honorary members and their significant others present at any scheduled Club meeting.
5. All meetings shall be conducted in accordance with Robert's Rules of Order of Business.