

MEMBERSHIP VP'S DUTIES EXCERPTED FROM THE BYLAWS

NOTE: The passages quoted in **red** below pertain to the duties as specified by the bylaws. The passages quoted in **blue** below pertain to the duties as specified by past practice in our branch. See the complete BYLAWS on the Branch Officer page.

Membership Vice-President's Duties in Article IX & X

ARTICLE IX. OFFICERS. Section 2. The elected officers shall be a President, or official representative, **Vice Presidents** for Program and **Membership**, Secretary and Treasurer or Secretary/ Treasurer

ARTICLE X. DUTIES OF OFFICERS. Section 4. The Vice Presidents shall perform such duties as the President and Board shall direct. [The Membership VP sends out annual member-renewal letters with membership forms attached in May, and sends postcards and general meeting invitations to a list of members and friends in collaboration with the Website manager who follows-up with electronic invites. The Membership VP assists the website manager in preparing a membership booklet bi-annually. The Membership VP recruits new members and corresponds by email or phone to encourage attendance at events.] The Membership VP assists the Treasurer in welcoming people at meetings, passing out name tags, etc.]

ARTICLE X. DUTIES OF OFFICERS. Section 2. All officers shall submit an annual written **report to the president.**

Membership Vice-President's Duties in Articles IX, and XIII-XVII

ARTICLE IX. OFFICERS.

Section 1. There shall be officers or co-officers to fulfill the functions of **Administration** [Membership VP helps with meeting on-site administration], Program, **Membership**, Public Policy, Finance, Educational Foundation, and Communications.

Section 2. The elected officers shall be a President, or official representative, **Vice Presidents** for Program and **Membership**, Secretary and Treasurer or Secretary/ Treasurer.

Section 4. Officers shall serve for a term of two (2) year or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.

Section 5. Elected officers shall be eligible to serve for two (2) consecutive terms in the same office. They may be nominated to serve more than 2 terms by a consent vote of the Board of Directors.

ARTICLE XIII. ROTATION OF OFFICERS. Section 2. The **Vice President(s) for Membership** and **Treasurer shall be elected in odd numbered years.**

ARTICLE XIV. BOARD OF DIRECTORS [Membership VP attends all meetings]

Section 3. Meetings of the board shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

ARTICLE XV. EXECUTIVE COMMITTEE. Section 3. Meetings of the executive committee shall be held on the call of the president or by written request of three of its members. [Membership VP attends all meetings]

ARTICLE XVI. MEETINGS [Membership VP attends all meetings]

Section 1. There shall be at least four (4) general membership meetings each year.

Section 2. The general membership meeting held in May [has been held in June] shall be designated the annual meeting, the exact date, time and place to be determined by the board.

Section 3. The annual meeting shall be to conduct business including but not limited to hearing officers' reports, reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board. [Membership VP gives report]

ARTICLE XVII. COMMITTEES

Section 1. Standing committees shall be in such areas as: Program, **Membership**, Public Policy, Awards, Finance, Foundation, Scholarship, Bylaws, and Communications [Membership VP requires a Standing Committee – currently has only Web manager on her committee]