

DUTIES OF BOARD/OFFICERS

ARTICLE V DUTIES OF OFFICERS

Section 1 - *President* - The President shall supervise all the business affairs and enforce all of the rules of the club. He/she shall preside at all business meetings and assure that an orderly and complete meeting is conducted. The President has full authority on club checking account, but cannot open/close any loans or accounts on their own, while adhering to Article IX of the bylaws (some items are outlined as requiring two signatures, the President cannot override this in the bylaws.)

Section 2 - *Vice-president* - The Vice-president shall assist the president in the performance of his duties. In the absence of the president, the Vice-president shall perform the duties of the president. The Vice-president shall also perform other duties as assigned by the president. The Vice-president has authority to sign on checks, purchase goods with debit card, make deposit and withdrawals and obtain financial balance and statements but cannot open/close any accounts or loans on the clubs behalf, while adhering to Article IX of the bylaws.

Section 3 - *Secretary* - Records the minutes of all meetings and prepares a copy of such minutes for the permanent record before the next meeting or club publication. The Secretary is responsible for membership lists, updating records, and correspondence of the club. The Secretary is responsible for keeping the club current and compliant on all tax exempt and entity report filings. The Secretary can only make deposits without obtaining a balance on the club checking account while adhering to Article IX of the bylaws.

Section 4 - *Treasurer* - Maintains the financial records of the club and prepare checks as directed by the board or president. The Treasurer shall make deposits and give a current financial report at each meeting. The Treasurer will be a signer on all checks issued on behalf of the club; any checks over \$200 will require a second signature from either the President or VP. The Treasurer cannot make purchases with the debit but should be notified via, text or email about purchases before they are made. The Treasurer can make deposits and obtain balance on account but can only make cash withdrawals when asked via text or email by the President or VP. The Treasurer cannot open/close any accounts or lines of credit on their own and must adhere to Article IX of the bylaws.

Section 5 – *Five (5) At-large Members* – Each At-Large member will have voting rights, be able to deposit money into the club account without obtaining a balance. At-Large Members will help create sub committees, offer assistance during projects/membership, help create plans and conversation for the sake of the board. Each At-Large member is expected to be at board meetings for a quorum same as the other 4 officers.

Section 6 – Head Club Coach – Head Club Coach Position shall have voting rights. Head Club Coach cannot do anything with the club checking or savings account.

Section 7 – Head High School Wrestling Coach Position – Head High School Wrestling Coach Position does have voting rights. This position will be responsible with working with the Head Club Coach Position/Club Board in bridging the gap with the club and high school wrestlers. This position will be kept in the loop by the Club Board President and will be a vital part in the golf outing and other various fundraising opportunities and tournaments. The Head High School Wrestling Coach Position cannot do anything with the checking or savings account.

Section 8 – Board Communicator – of the four key Board Officers, (Pres. VP, Treasure & Secretary) one of those individuals will be responsible for group communications and mass communication to all Club Members and perspective Club Members. The four key officers will mutually agree on who this person should be and how the responsibility will be delegated.

Section 9 - The Board of Directors shall consist of the Officers of the Organization, the head club coach, and five members elected at large.

ARTICLE VI MEETINGS

Section 1 - The club shall meet as necessary to conduct the orderly business of the club.

Section 2 - Upon notification by the President, the Secretary shall notify all members by phone or mail of the time and the place of all meetings other than those regularly scheduled.

Section 3 - All meetings shall be run in an orderly manner. No member may have the floor for discussion unless recognized by the Chairperson. Roberts Rules of Order should be followed as close as possible.

Note: As a non-profit organization your meetings are subject to the “Open Meetings Act” of your state. Please check your state laws before closing any meetings.

