



National Capital Area Chapter

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Duties of Chapter Officers

SECTION 5. DUTIES OF PRESIDENT

The President shall be the chief executive officer of the Chapter and shall, subject to an advisory role of the National Board of Directors, supervise and control the affairs of the Chapter and the activities of the officers. S/he shall perform all duties incident to his/her office and such other duties as may be required by the law, by the Grant Professionals Association Articles of Incorporation, or by the National Bylaws or by these Bylaws, or which may be prescribed from time to time by the National Board of Directors.

The President shall serve as the Chair and preside over all meetings of the Officers and at the annual membership meeting. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he/she shall, in the name of the Chapter, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Officers on behalf of the Chapter.

The past president is entitled to serve on the Board as Immediate Past President for one year after leaving office.

SECTION 6. DUTIES OF THE VICE PRESIDENT

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Officers on behalf of the Chapter.

Vice President shall serve as the Membership Services Delegate to the National Grant Professionals Association and shall report directly to the National Membership Services Chair. All membership data shall be maintained within the Chapter and forwarded to the National Membership Services Chair as changes are made, or at least quarterly.

SECTION 7. DUTIES OF SECRETARY

The Secretary shall:

1. Certify and keep at the Chapter's principal office the original or a copy of these Bylaws as amended or otherwise altered to date.
2. Keep at the Chapter's principal office or at such other place as the board may determine, a book of minutes of all meetings of the Officers, and, if applicable, meetings of committees of Officers and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of these present or represented at the meeting, and the proceedings thereof.
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
4. Be custodian of the records and of the seal of the Chapter and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the Chapter under its seal is authorized by law or these Bylaws.
5. Keep at the Chapter's principal office a membership list containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership list together with the date on which such membership ceased.
6. Exhibit at all reasonable times to a director, or to her or his agent or attorney, on request therefore, the Bylaws, the membership list, and the minutes of the proceedings of the Officers of the Chapter.
7. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to her or him from time to time by the Officers.

SECTION 8. DUTIES OF TREASURER

Subject to the provisions of the Association's Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the Chapter, and deposit all such funds in the name of the Chapter in such banks, trust companies, or other depositories as shall be selected by the Officers.
2. Receive, and give receipt for, money due and payable to the Chapter from any source whatsoever.
3. Disburse, or cause to be disbursed, the funds of the Chapter as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
4. Keep and maintain adequate and correct accounts of the Chapter's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
5. Exhibit at all reasonable times the books of account and financial records to any Officer, or to his or her agent or attorney, on request therefore.
6. Render to the President and Officers, whenever requested, an account of any or all of his or her transactions as Treasurer and the financial condition of the Chapter.
7. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. *
8. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Association's Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

DUTIES OF PROGRAM CHAIR (not included in the Chapter By-Laws; consider a voting member of the Chapter Board of Directors but not an officer)

1. Attend and participate in Chapter Board of Directors meetings
2. Plan and coordinate the program for Chapter meetings, including but not limited to choosing the topic, arranging for the speaker(s) and providing information on the topic for the program announcement.