

**ARTICLE V
OFFICERS**

The officers of the association shall be the President, who shall serve full time in that capacity; Executive Vice President; Vice President for Professionals, Laredo District; Vice President for Professionals, United District; Vice President for ESPs, United District; Vice President for ESPs, Laredo District; Secretary, and Treasurer. All officers shall be elected to two-year terms and shall not serve more than four consecutive years in the same office, except as provided below in Section 7 of this Article. Officers shall take office on June 1 of the appropriate year. Any member is eligible to run for and serve as President, Executive Vice President, Secretary or Treasurer. Eligibility to run for and serve in any of the four Vice President positions shall be restricted to members in the appropriate category and from the appropriate district as set forth in the titles above.

Section 3. Duties of the Secretary

The Secretary shall:

- A. prepare, submit for approval and maintain copies of minutes of all meetings of the Executive Board and Association membership;
- B. be a signatory on all bank accounts of the Association;
- C. keep complete and permanent records of all meetings and other matters of the Executive Board and Association membership and ensure these records are delivered to his or her successor as Secretary.

Section 4. Duties of the Treasurer

The Treasurer shall:

- A. be chairperson of the Budget Committee;
- B. keep an accurate account of all receipts and disbursements;
- C. disburse funds as appropriate under the plan and budget approved by the Executive Board or upon authorization of the Executive Board;
- D. be a signatory on all bank accounts of the Association;
- E. present at each Executive Board meeting a list of all checks written since the last meeting including the payee, the amount of the check and the purpose of the expenditure;
- F. present a current financial report at all Executive Board and Association membership meetings;
- G. cooperate fully with the Audit Committee and be the contact person as appropriate for any independent auditor;
- H. ensure that President has necessary information and records to meet TSTA compliance standards;
- I. submit all Association financial records to the new Treasurer at the conclusion of the term of office.

Note: Board Policy states that three (3) unexcused absences is grounds for removal from the board.

I, _____, acknowledge, understand, and
(Printed Name)

received a copy of the duties and responsibilities of the office in which I seek election.

Signature: _____

Date: May _____, 20__