

MORGAN STATE UNIVERSITY ALUMNI ASSOCIATION
HOWARD COUNTY CHAPTER
Duties of Officers

- Elected Officers: The elected officers of the Chapter shall be: President, Vice President, Treasurer, Financial Secretary, Recording Secretary and Corresponding Secretary.
- Appointed Officers: The appointed officers shall be: Parliamentarian, Chaplain, Sergeant at Arms and Historian.
- Terms of office: All elected officers shall serve for a term of two (2) years and may be eligible for re-election to a second consecutive two-year term.
- Dates of term: The dates of terms shall begin on July 1st and shall expire on June 30th .

The President shall:

1. Serve as executive officer of the chapter.
2. Preside over all meetings of the chapter and the Executive Board.
3. Serve as ex-officio member of all standing and special committees, except the nominating committee.
4. Represent the chapter and present its views to the university and/or at public affairs requiring alumni representation.
5. Appoint non-elected officers as necessary.
6. Fill vacancies on the Executive Board which may occur during the year.
7. Obtain consensus of the Executive Board on all decisions affecting the chapter.
8. Perform all other duties pertaining to the office of the President.

The Vice President shall:

1. Perform all duties of the President in his/her absence or disability.
2. Oversee functioning of all standing committees in the chairperson's absence.
3. Perform other duties as assigned by the Executive Board and /or the President.

The Treasurer shall:

1. Receive all funds of the chapter and disburse them under the direction of the Executive Board.
2. Maintain the books and accounts of the chapter.
3. Make a regular report of the financial status of the chapter at each meeting.
4. Maintain a record of all contributions to the chapter.
5. Insure that financial accounts are audited internally on an annual basis.
6. Receive the coordinated budget proposals from the standing committees and determine the annual budgets; reserve funds and investments of the chapter, subject to approval by the Executive Board.
7. File tax form 990N with the IRS annually.
8. Perform other duties as assigned by the Executive Board and/or President.

The Financial Secretary shall:

1. Assist the Treasurer in recording all membership dues and fees paid.
2. Assist the Treasurer in preparing all financial statements and reports.
3. Perform other duties as assigned by the Executive Board, President or Treasurer.

The Recording Secretary shall:

1. Record chapter minutes and provide an electronic copy to Corresponding Secretary no later than 10 days prior to chapter meeting.
2. Perform other duties as assigned by the Executive Board and/or President.

The Corresponding Secretary shall:

1. Maintain a post office box and accept all mail addressed to the chapter.
2. Prepare all written correspondence from the chapter.
3. Notify members of all chapter meetings seven days prior to meeting date via email and attach an electronic copy of previous monthly meeting minutes.
4. Perform other duties as assigned by the Executive Board and/or President.