

Section 5. Duties of elected officers. Officers shall perform the duties provided in this section and such other duties as are prescribed for the offices in these Bylaws and in the current edition of Robert's Rules of Order Newly Revised.

A. The President shall:

1. Preside at all regular and special meetings of TLA, the BOD and the convention;
2. Ensure that all members adhere to the Bylaws, Special Rules of Order and Standing Rules;
3. Be an authorized signatory on TLA accounts;
4. Prepare and submit a balanced budget for approval by the BOD;
5. Appoint chairmen of all standing and special committees except the nominating committee;
6. Serve as an ex officio member of all standing and special committees except the nominating and scholarship committees;
7. Be bonded, the cost of bonding to be paid by TLA;
8. Perform such other duties as directed by the BOD, or as may be incident to this office.

B. The First Vice-President shall:

1. Serve as the presiding officer in the absence of the president,;
2. In the event of disability or resignation of the president, serve as president for the remainder of the unexpired term.
3. Perform other duties as directed by the BOD, or as may be incident to this office;
4. Be bonded, the cost of the bonding to be paid by TLA.

C. The Second vice-President shall:

1. Maintain a current procedures handbook for BOD members;
2. Perform the duties as directed by the president and/or BOD, or as may be incident to this office;
3. Be bonded, the cost of the bonding to be paid by TLA;

D. the Secretary shall;

1. Record the proceedings of all meetings of TLA and the BOD;
2. Provide the editor with action taken during the BOD meetings;
3. Notify all BOD members at least fourteen (14) days prior to all regular meetings;
4. Distribute a copy of the BOD minutes to the BOD members within thirty (30) days;
5. Have custody of all books and papers except those specifically assigned to other officers and chairmen;
6. Maintain a record of all moneys given to the treasurer for deposit;
7. Notify all members who are suspended/dropped/rejected from the TLA membership;
8. Provide each member with the new assessment information via the TLA ADVISOR;
9. Be bonded, the cost of bonding to be paid by TLA;
10. Be an authorized signatory on TLA accounts;
11. Prepare an annual report of the BOD activities for BOD approval and present at the annual convention;
12. Perform other duties as directed by the BOD, or as may be incident to this office.

E. The Treasurer shall:

1. Oversee all TLA money accounts.
2. Receive TLA dues from the secretary and other moneys;
3. Keep an accurate account of all moneys received and disbursed;
4. Disburse money for approved budgeted items upon receipt of invoice or other documentation from the member responsible for the budget item;
5. Be an authorized signatory on TLA accounts
6. Provide information for the filing of all TLA tax and accounts forms on time;
7. Prepare and submit a balanced budget for approval by BOD.
8. Treasurer's books and records shall be turned over to an audit committee appointed by the president for audit during convention week.
9. Prepare a financial statement for BOD meetings and an annual financial statement for BOD review and audit;
10. Submit completed treasurers' books and records no later than thirty (30) days after the close of the convention for Certified Professional Audit annually or when requested by the BOD/and or with the change of the treasurer. If the treasurer is elected for a second term there is no need for

a CPA audit unless requested by the President / or BOD.

11. Be bonded, the cost of bonding to be paid by TLA;
  12. Be custodian and ensure the surety bonds are valid;
  13. Perform other duties as directed by the BOD, or as may be incident to this office.
- F. The Parliamentarian shall:
1. Attend all meetings of TLA and the BOD;
  2. Advise upon matters of parliamentary procedure upon request from the president and members;
  3. Be chairman of the Bylaws Committee;
  4. Be bonded, the cost of the bonding to be paid by TLA.
  5. Perform other duties as directed by the BOD, or as may be incident to this office;
- G. The Sergeant-at-Arms shall:
1. Classify all instructional/demonstrative classes presented at all TLA meetings into one of two categories: restricted or unrestricted;
  2. Ensure attendance of restricted classes is limited to TLA members in good standing;
  3. Ensure peace and security at all TLA meetings;
  4. Perform other duties as directed by the BOD, or as may be incident to this office;
  5. Be bonded, the cost of the bonding to be paid by TLA.
- H. The Editor shall:
1. Compile and have published the ADVISOR monthly and mail to all members in good standing;
  2. Establish due dates of material to be incorporated in each issue;
  3. Use economical judgment in publishing the ADVISOR;
  4. Obtain permission from the president of the BOD before publishing any letters in the ADVISOR;
  5. Verify with the secretary that the advertising fee has been paid prior to placing the advertisement in the ADVISOR;
  6. Perform other duties as directed by the BOD, or as may be incident to this office;
  7. Be bonded, the cost of the bonding to be paid by TLA.
- I. The Membership Director shall:
1. Maintain a current record of all classes of members and prepare a list of all members in good standing for the convention;
  2. Receive and retain all processed membership applications and sign membership cards;
  3. Ensure completeness of membership qualifications and applications prior to submitting petition to the board for approval for membership;
  4. Maintain a record of all monies given to the treasurer for deposit;
  5. Notify all members, who are suspended/dropped/rejected from the TLA membership;
  6. Prepare an annual report of the BOD activities for BOD approval and present at the annual convention;
  7. Perform other duties as directed by the BOD, or as may be incident to this office.
  8. Be bonded, the cost of the bonding to be paid by TLA.