

## ARTICLE V – Chapter Officers

### Section 1. Roles and Responsibilities

The elected Touro College Middletown Pre-SOMA officers shall consist of:

- A. President: The President shall provide general supervision and leadership for all organizational programs and policies. The President presides at all meetings of the Organization. It is the responsibility of the President to conduct all meetings impartially and to protect each member's rights. The President shall be an *ex officio* member of all standing committees of the Organization. Other responsibilities include, but are not limited to:
1. Opening meetings at the time at which the Organization is to meet by calling the meeting to order.
  2. Announce the business before the members in the order in which it is to be acted upon.
  3. State and put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings, and announce the result of the vote.
  4. Enforce on all occasions the observance of order and decorum among the members, deciding all questions of order and to inform the assembly when necessary on a point of order.
  5. Be objective on issues before the assembly, but may sometimes call the Vice-President to take the chair so they can take part in debate.
  6. Vote in order to break a tie and shall be able to veto all motions approved by the Organization. However, the Organization can override the President's veto with a plurality of affirmative cast by members present at the meeting.
  7. Enforce the observance of this charter.
  8. Represent the Organization, declaring its will in all things and obeying its commands.
  9. Have other responsibilities, powers and duties as may be assigned to their position by this charter, the Office of Student Affairs, or the equivalent thereof, and any policies of the school.
- B. Vice President: The Vice-President shall assume the powers, duties and responsibilities of the President in the absence of the President or if the President is unwilling or unable to serve. Other responsibilities include, but are not limited to:
1. Assume the responsibilities and powers of the President, should that office become vacant.
  2. Have full voting power unless presiding as chair.
  3. Enforce the observance of this charter.
  4. Have other responsibilities, powers and duties as may be assigned to their position by this charter, the Office of Student Affairs, or the equivalent thereof, and any policies of the school.
- C. Secretary: The main duty of the secretary is to keep the records, or "minutes," of the Organization's meetings, elections, and votes. The secretary's minutes are the official

record of the Organization and should contain only the actual business transacted. In addition, the secretary must issue notices of meetings, have official copies of the by-laws, charter and official files, and provide the President with a list of postponed motions and unfinished business. Other responsibilities include, but are not limited to:

1. Read and distribute copies of the previous meeting's minutes to all members of the Organization, upon request.
2. Be responsible for taking roll call. The attendance shall be accurately kept in a record book.
3. Record the name of the maker of a motion and the results of a vote.
4. Take charge of all documents belonging to the Organization and shall maintain a record book in which the bylaws, correspondences, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book on hand at every meeting.
5. Call a meeting to order in the absence of the President and Vice-President.
6. Have a list of all officers and representatives, and notify the members of meetings.
7. Conduct all correspondence as directed.
8. Read important correspondence at all meetings.
9. Enforce the observance of this charter.
10. Have other responsibilities, powers and duties as may be assigned to their position by this charter, the Office of Student Affairs, or the equivalent thereof, and any policies of the school.

D. Treasurer:

The treasurer is the "custodian" of the Organization's funds. The treasurer is authorized to pay the bills of the Organization and should draft annual statements. Other responsibilities include but are not limited to:

1. Be the custodian of the Organization's funds and shall properly handle all Organization funds.
2. Keep an accurate record of all transactions.
3. Advise the Organization of its financial position.
4. Enforce the observance of this charter.
5. Have other responsibilities, powers and duties as may be assigned to their position by this charter, the Office of Student Affairs, or the equivalent thereof, and any policies of the school.

Charter Members shall act as the first Organization officers for the requisite one-year term.