

Section 2. Special Meetings. Special Meetings may be requested by the President, or Vice-President.

Section 3. Notice. Written or electronic notice of all meetings shall be provided under this section. The notice shall state the place, date, and hour of meeting, and if a special meeting, the purpose of the meeting. Such notice shall be sent to all members at least 10 days prior to the meeting.

Section 4. Quorum. A simple majority of the members shall constitute a quorum at a meeting.

Section 5. Informal Action. Any action required to be taken, or which may be taken, at a meeting, may be taken without a meeting and without prior notice if a consent of a simple majority in writing, setting forth the action so taken, is signed by the members with respect to the subject matter of the vote.

Section 6. Proxies. Members may vote by proxy, provided the proxy is signed, dated, and filed with the Secretary prior to the meeting for which it is valid.

### ARTICLE III OFFICERS

Section 1. Number of Officers. The Officers of the organization shall be a President, a Vice-President, a Treasurer and a Secretary. They shall constitute the Executive Committee.

- a. President. The President shall be the chief executive officer and shall preside at all meetings.
- b. Vice-President. The Vice-President shall perform the duties of the President in the absence of the President and shall assist that office in discharge of its leadership duties.
- c. Secretary. The Secretary shall give notice of all meetings, keep an accurate list of the officers and their terms, and have the authority to certify any records, or copies of records, as the official records of the organization. The secretary shall maintain the minutes of all meetings.
- d. Treasurer. The Treasurer shall be responsible for conducting the financial affairs of the organization, maintaining the financial records of the organization and making reports of finances for the annual meeting and as required.

Section 2. Election and term of office. The Officers shall be elected by the membership at the annual meeting. Each officer shall serve a three-year term and may be reelected to any number of consecutive terms.