

RIIA BYLAWS

ARTICLE V

Duties of Officers

Section 1. PRESIDENT: The president shall preside at all meetings of the R.I.I.A. and Board of Trustees; appoint all committee chairmen and committee members except where otherwise prescribed; examine all bills against R.I.I.A., the expenditures for which have been authorized by the Board of Trustees.

Section 2. VICE PRESIDENT: The vice president shall aid and assist the president in any way possible and shall assume the office of president as provided for in ARTICLE IV, Section 7. The vice president shall assume the duties of parliamentarian as necessary.

Section 3. SECRETARY: The secretary shall keep an accurate record of all proceedings of the Board of Trustees and of the members in a suitable book for preservation. The secretary shall notify the members of the Board of Trustees of all regular and special meeting as herein provided. Minutes of the annual meeting shall be sent to the membership on a timely basis. He/she shall have charge of the registry of members and shall perform all duties which are customary and incident to the office of secretary. He/she must attest all memberships, bonds, deeds, mortgages, and other papers as may be directed by resolution of the Board of Trustees. Duties shall also include processing petitions and preparing official ballots. The secretary, at completion of each term of office, shall present to the Board of Trustees a file for record and preservation of all data compiled during the term of office.

Section 4. TREASURER: The duties of the treasurer shall be as follows: Keep a record of all funds received and paid out by the R.I.I.A.; balance the books and prepare a written financial report for presentation at the annual meeting, and at other times when the Board of Trustees may direct; set up such depository bank accounts required for persons receiving R.I.I.A. funds; all funds received shall be deposited immediately as possible; prepare the annual budget and present it to the Board of Trustees; be responsible for the annual financial statement to be prepared by an audit committee of the R.I.I.A. members holding no office during period under review.