**BYLAWS OF THE**

**FREDERICK ASSOCIATION OF SCHOOL SUPPORT EMPLOYEES, INC.**

**Article V – Officers**

**Section 5:** Duties of Officers

1. **President** – The president shall prepare an agenda and preside over meetings of the Board of Directors and all General Membership meetings. The president shall appoint, with the approval of the Board of Directors, the Chairperson of Committees and shall be the executive office of FASSE. The president shall represent FASSE before the public. If the president or vice-president cannot represent FASSE, the president may designate a member to represent FASSE. The president has the authority to sign all checks for duly authorized vouchers. The president shall also serve as ex-officio member of all committees.
2. **Vice-President** – The vice-president shall assume the office of president in the event the office of president is vacant until the next regular election. The vice-president shall assume all duties of the president in the president’s absence and shall perform any other duties relative to the position of vice-president.
3. **Recording Secretary** – The recording secretary shall keep accurate minutes of all meetings shall prepare such minutes for reproduction and distribution, assist the president with FASSE correspondence, and perform any other duties relative to the position of recording secretary.
4. **Treasurer** – The treasurer shall be the custodian of FASSE funds and serve as signatory of all checks. The treasurer shall submit a report at each meeting of the Board of Directors and General Membership of the financial condition of FASSE and prepare an annual financial statement, which shall be available to all members. The treasurer shall file the appropriate Federal and State forms. The Treasurer shall serve as chairperson of the Budget and Financial Committee. The treasurer shall be bonded, and the treasurer’s records shall be audited annually.

**Article VI – Board of Directors**

**Section 5**: Duties of the Board of Directors

Board Members shall:

* 1. Have the power to determine FASSE policy
	2. Attend board meetings on a regular basis
	3. Assist with the management of FASSE
	4. Determine the amount of FASSE dues
	5. Adopt an annual budget
	6. Authorize expenditures within the limits of the budget
	7. Suggest policies for consideration of the membership
	8. Act on reports of the committee
	9. Adopt rules for governing the conduct of meetings that are consistent with these bylaws