

{ Based on Robert's Rules of Order }

PRESIDENT

It is the duty of the President:

1. To support the Aims and Objective of the Organization,
2. To preside at the official yearly meeting,
3. To arrange for someone to provide refreshments and prizes for the meeting,
4. To book the hall for the following year,
5. To appoint Regional Vice Presidents and Special Committees as required.

VICE PRESIDENT

It is the duty of the Vice President:

1. To preside at the official yearly meeting in the absence of the President,
2. To serve as Membership / Publicity Committee Chairman,
3. To work closely with the President on any projects or programs.

SECRETARY

It is the duty of the Secretary:

1. To take the Minutes of the Annual Meeting,
2. To provide the Minutes for publication in the next newsletter.
3. To read and answer correspondence or forward it to appropriate Officer or Committee Chairman,
4. To keep important documents belonging to the organization.

TREASURER

It is the duty of the Treasurer:

1. To receive and bank all moneys received by the organization,
2. To keep bookkeeping records of such funds,
3. To pay authorized bills and expenses,
4. To prepare a yearly financial statement,
5. To prepare a budget for the following year,
6. To prepare and mail governmental filings related to the financial status of the organization, if required,
7. To maintain an up-to-date membership list and mail out Membership Cards,
8. To notify those who need to know of changes to the list.

EDITOR

It is the duty of the Editor to

1. Prepare and mail out the quarterly newsletter of the organization,
2. To submit bills and receipts promptly to the treasurer for payment,
3. To maintain a current data base of members for the newsletter mailing list,
4. To oversee the creation of special publications and CR-ROM's.

ALL EXECUTIVE MEMBERS AND REGIONAL VICE PRESIDENTS

1. It is expected and understood that all Executive Members and Regional Vice Presidents will assist the Membership / Publicity Committee in promoting and publicizing the organization.
2. Discussions between the Executive Members and Regional Vice Presidents may be carried out via e-mail, regular mail or telephone. Examples: bulk mailing, delinquent members, by-law changes, etc.
3. Important decisions or announcements will be printed in the newsletter in a timely manner.

MEMBERSHIP / PUBLICITY COMMITTEE:

- This committee, composed of as many members as deemed necessary, shall
1. Investigate and carry out incentive programs to attract new members and keep old members current,
 2. Use approved ways, means and methods to publicize and promote the organization. {Announcements in Regional Federation Newsletters; Encouraging the use of the Club Logo on all member newsletters; Distributing promotional material - book marks, note pads, stationery, business cards
 3. Ensure information and application forms are available at all regional / national shows and editors meetings.
 4. Work closely with the Scribe Web Master to publicize and promote the organization.

HISTORIAN

- This member shall
1. Gather, collect and save historical documents, pictures, pamphlets, posters, etc. pertaining to the history and activities of the organization

NEWSLETTER EVALUATION COMMITTEE

- This Committee, composed of as many members as deemed necessary shall:
1. Encourage new editors to have their newsletters evaluated,
 2. Each year, obtain copies of the various federation score sheets.
 3. Recruit committee members and readers from the Regional Federation Newsletter Editors and Bulletin Aides Chairmen or try to utilize the talents of some of the senior members and retired editors.

MEMBERSHIP ROSTER CHAIRMAN

- This member shall:
1. Maintain a data base of member names and addresses,
 2. Update the data base periodically from information received from Treasurer,
 3. Every second year, prepare a Membership Roster of current, paid up, members,
 4. Get the master sheets to whomever has been assigned to print and mail out the roster (probably the Newsletter Editor).

NOMINATIONS COMMITTEE

- This committee, composed of as many members as deemed necessary, shall
1. Follow the guidelines as outlined in Article VI and Article VII of the current By-Laws regarding Nominations and Election of Officers

First Draft	21 February 2001
Revised	6 August 2001
Revised Again	29 July 2002
Final Draft ??	23 September 2002

Trudy Martin,
Scribe President