

latter's absence or disability. In case both the President and Vice President are absent or unable to perform their duties, the Trustees may appoint a President pro tempore.

D. Secretary.

The Secretary shall keep or cause to be kept the Membership Book in accordance with Article I, Section D hereof, a record of the names and addresses of all Trustees, the date each Trustee became such and upon termination of a trusteeship for any cause, the date thereof and the facts relating thereto, and an accurate record of all proceedings at meetings of the Association, of the Trustees and of Committees. He shall give all notices required by law or by this Code of Regulations. He shall keep a proper secretary's book, which may be included in the book containing the minutes of proceedings of Members and Trustees, and record therein all minutes of meetings of members, trustees and committees and such other matters as shall be proper and necessary. He generally shall perform all duties usual and incident to such office and such other and further duties as may be required of him by the Members, Trustees or President.

E. Treasurer.

The Treasurer shall receive and safely keep all monies, rights, and choses in action belonging to the Association. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Trustees; provided, however, that a resolution of the Board of Trustees shall not be necessary for disbursements made in the ordinary course of business conducted within the limits of a budget adopted by the Board. The Treasurer, in conjunction with the President or Vice President, shall sign all checks and notes of the Association. Proper vouchers shall be taken for all disbursements. He shall keep an accurate account of the finances of the Association, and all such accounts shall be open for inspection by the Board of Trustees or any committee of Members appointed for that purpose by the Membership. He shall make or cause to be made an annual audit of the Association books at the completion of each fiscal year, prepare an annual budget, an annual income statement and an annual balance sheet statement to be submitted to the Membership at the Annual Meeting and shall render an account of the