

Article V - Officers

Duties and Manner of Election

- 5.1** The Officers of the GAC shall be: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, and the Sergeant-At-Arms. No officer shall serve more than two consecutive years in any given office without standing down from that office for one year.
- 5.2** *The President* shall preside at and conduct all meetings in a fair and impartial manner. He shall fill all vacancies created by absence of officers. He shall fill all vacancies of directors as described in Article VI, Section 1. He shall appoint all Committees except the Nominating/Election Committee, fill all vacancies in Committees, and shall act as ex-officio member on all Committees except the Nominating/Election Committee.
He shall preside at Executive Committee and GAC meetings and shall vote only to break a tie or to create a two-thirds majority.
He shall have the power to call special meetings as set forth in Article VIII, Section 2.
He shall present at the January meeting a full report of the work of the GAC during the preceding year and shall, in general, perform all such duties as are usually performed by the President of an incorporated club.
The President-elect shall see to the bonding of the Financial Secretary, Treasurer, and any other officers who are authorized signatories of checks prior to their installation. He shall also see to the bonding of the Permittee and Manager. The amount of the bond for each individual person shall be designated by the Executive Committee.
- 5.3** *The Vice President* shall perform all the duties of the President in case of the absence, death, resignation, or disqualification of the President. The Vice President shall distribute a current copy of the Bylaws, Policy and Procedures Manual and that year's budget to each Executive Committee member and each Committee Chair at the beginning of his term of office but no later than February 15th.

- 5.4** *The Recording Secretary* shall keep accurate minutes and records of all business transacted at all meetings of the GAC and the Executive Committee. He shall maintain the Policies and Procedures Manual, as pursuant to Article X. He shall handle all correspondence of the GAC. He shall have custody of the Corporate Seal and shall, in general, perform such duties as the President or the GAC may direct.
- 5.5** The Financial Secretary shall keep a correct account of all receipts and disbursements of the GAC and be bonded in an amount designated by the Executive Committee. He shall verify the collection of all dues and other monies. He shall conduct a regular reconciliation of all current incoming funds and cash equivalents against the records and receipts of GAC activities. He shall deliver such accounts to the Treasurer in accordance with the Policies and Procedures of the GAC. He shall make a financial report at each monthly meeting of the GAC and shall produce his book and all other financial records and documentation for audits at the request of the Auditing Committee.
- 5.6** *The Treasurer* shall be the custodian of all monies of the GAC and shall be bonded in an amount to be designated by the Executive Committee. He shall keep a record of all funds and cash equivalents received from the Financial Secretary. He shall assist the Financial Secretary in conducting a regular reconciliation of all current incoming funds and cash equivalents against the records and receipts of GAC activities. The Treasurer shall be responsible for the deposits of the GAC in accordance with the policy and procedure manual. Said deposits shall be made in such banks and/or depositories as may be designated by the GAC. Under emergency situations or as necessary to protect the assets of the GAC the Treasurer may, with the approval of the Executive Committee, deposit GAC funds in insured bank accounts without prior GAC approval provided the action is submitted for membership approval at the next GAC monthly meeting. He shall be responsible for the payment of all bills incurred by the GAC and his financial report shall agree with the accounts kept by the Financial Secretary.
- 5.7** *The Sergeant-At-Arms* shall preserve order and decorum at all meetings of the GAC. He shall admit only members to the meeting place, unless otherwise instructed by the President, and shall remain on duty until all business of the meeting shall have been completed.

Article VI - Executive Committee

- 6.1** There shall be an Executive Committee composed of the elected officers of the Club and three other members who shall be known as Directors and who shall be elected for staggering terms of three years with one Director elected by a plurality vote at each annual GAC election. The duties of the Executive Committee, thus constituted, shall be to advise the GAC in such a way as to control and guide the general policies of the GAC. The Executive Committee shall control and manage the GAC during interval periods between the meetings of the members and do such other acts as are normally and usually performed by an Executive Committee. These acts shall include but not be limited to the arranging of an audit or review at a minimum of every two (2) years in accordance with the policy and procedure voted on by the membership. No Director can succeed himself after serving his three-year term without standing down for a minimum of one year.
- 6.2** The Executive Committee shall select a Permittee after interviewing candidates who are GAC members and meet the requirements of the State Liquor Control Commission. The Permittee shall serve for one year or until his successor has been appointed and has been qualified. In the event the Permittee is not fulfilling his responsibilities as set forth in Article VI, Section 3, the Executive Committee has the power to remove the Permittee. The selection and removal of the Permittee shall be by a two-thirds vote of the Executive Committee then in office.
- 6.3** The Permittee shall be responsible for operating the bar in compliance with the Rules and Regulations of the State Liquor Control Commission and of the GAC and in accordance with the Executive Committee's Permittee Job Description. The Permittee shall select Bar Tenders in a manner as set forth in a written code by the Executive Committee and maintain a Bar Tender Job Description. **Bar Tenders must be GAC members.** The Permittee shall supervise the Bar Tenders and work with the Bar Committee as set forth in Article VII, Section 6 and the manager as set forth in Article VI, Section 5.
- 6.4** The Executive Committee shall select a Manager after interviewing candidates who submit applications and are eligible to be bonded. The Manager shall serve for one year or until his successor has been appointed and has been qualified. In the event the Manager is not fulfilling his responsibilities as set forth in Article VI, Section 5, the Executive Committee has the power to remove the Manager. The selection and removal of the Manager shall be by a two-thirds vote of the Executive Committee then in office.
- 6.5** The Manager shall be responsible for the preservation and maintenance of all records pertinent to the efficient functioning of the GAC in accordance with the Policies and Procedures. His duties shall also include but not be limited to supervising the maintenance of all the physical facilities of the GAC as well as organizing a schedule of all club and non-club functions. He shall work with the Permittee as set forth in Article 6, Section 3.