

ARTICLE VIII: DUTIES OF OFFICERS AND DIRECTORS

Section A - President.

The President shall:

1. Preside over all meetings of members, Board of Directors, and the Executive Committee.
2. Serve as a member, ex-officio, with the right to vote on all committees except the Nominating Committee.
3. Make all required appointments of standing and special committee chairpersons with the approval of the Board of Directors.
4. Prepare an agenda for all meetings.
5. Prepare and deliver, at the Annual General Meeting, a report of the activities of the FSOMA during the previous year and goals for the coming year.
6. Notify Board Members of the agenda, time, place and dates of meetings.
7. When feasible, represent the FSOMA at the Annual Convention of any affiliated organization.
8. Keep the Vice-President informed of all FSOMA affairs.
9. Act as a liaison for the FSOMA with the public, the state government, and other Oriental Medical associations.
10. Perform other such duties as are necessarily incident to the office of President or as may be prescribed by the Board of Directors.

Section B - Vice-President.

The Vice-president shall:

1. Assist the President in all duties.
2. Preside over meetings in the absence of the president.
3. Act as liaison between the committee chairpersons and the Board of Directors.
4. Perform the duties of President in the event of the latter's inability to serve.
5. Co-chair the Annual Convention committee.

Section C - Secretary.

The Secretary shall:

1. Be in charge of the FSOMA's records.
2. Be responsible for the proper and legal mailing of notices to members.
3. See to the proper recording of proceedings of meetings of the general membership, Board of Directors, and Executive Committee.
4. Distribute the minutes of meetings to the members and newsletter editor.
5. Notify the general membership of the date, time and place of the Annual General Meeting sixty (60) days prior to the event.
6. Notify all members of annual membership renewal by November 1st.
7. Send the Chairperson of the Florida State Board of Acupuncture, and to the office of any affiliate organization, the names and addresses of officer and Board Members who were elected at the Annual General Meeting.
8. Keep accurate records of all members.

9. Keep the seal of FSOMA.
10. Any of the aforementioned may be delegated to a management company or Executive Director.

Section D - Treasurer.

The Treasurer shall:

1. Be in charge of the FSOMA's funds.
2. Be responsible for the collection of all member dues and/or assessments.
3. Have established proper accounting procedures for the handling of the FSOMA's funds and be responsible for the keeping of such funds in such banks, trust companies, and/or investments as are approved by the Board of Directors.
4. Prepare and file all appropriate taxes.
5. Report on the financial conditions of the FSOMA at all meetings of the Board of Directors and at other times when called upon by the President.
6. Have the financial records of the FSOMA audited no less than every three years by a professional accountant prior to the Annual General Meeting. A review by a professional accountant will be done in those years that an audit is not done.
7. Be responsible for the preparation and delivery of the annual financial report and budget to the membership at the FSOMA's Annual General meeting.
8. Deliver to his/her successor all books, money and other property of the FSOMA that is in his/her charge. In the absence of a successor, he/she shall deliver such properties to the President.
9. Submit a full and complete accounting of all FSOMA funds and property and deliver same to successor within 30 days of successor appointment.

Section E - Directors.

The elected Directors shall perform those duties and responsibilities normally performed by the director of a corporation and such other duties as are delegated to the individual Directors by the President of the Board of Directors.

Section F - Conflict of Interest.

No Officer or Director of the FSOMA may vote or act independently on any matter in which that member has a personal or financial conflict of interest.