

55. Contracts, documents and other instruments in writing, except cheques, requiring execution by the Association, shall be signed by the President and one Executive, as per Association policies. The President may also choose to assign this power to another Executive Member.
56. Press releases shall be approved by the Executive of the Association.
57. The Executive of the Association shall have a two-year term of office. Separate elections must be held for each office to be filled. An election may be by acclamation; otherwise it must be by ballot.
58. The Executive may at any time and from time to time appoint a Member as a Executive to fill a vacancy in the Executives, An Executive so appointed holds office only until the conclusion of the next annual general meeting of the Association, but is eligible for re-election at the meeting.
59. An act or proceeding of the Executive is not invalid merely because there are less than the prescribed number of Executives in office.
60. The Members may, by special resolution, remove an executive member, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
61. An Executive must not be remunerated for being or acting as an Executive but must be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the club.

#### **DUTIES OF THE EXECUTIVE**

62. The President presides at all meetings of the Association and of the Executive. The President is the chief executive officer of the Association and must supervise the other officers in the execution of their duties. The President shall be the spokesperson of the organization at public and private functions endorsed by the club.
63. The Vice President must carry out the duties of the President during the President's absence.
64. The Secretary must do the following:
  - a) conduct the correspondence of the Association;
  - b) issue notices of meetings of the Association and Executive;
  - c) keep minutes of all meetings of the Association and Executive;
  - d) have custody of all records and documents of the Association except those required to be kept by the Treasurer;