

**Section 2. President.** The President shall be the principal executive officer of WHOA and shall in general supervise and control all of the business and affairs of the association. He/she shall preside at meetings of the general membership and of the Board of Directors. He/she may sign with any proper officer of WHOA any documents authorized by the Board of Directors within the powers granted by the Articles of Incorporation and By-laws. The President may vote by a ballot or may vote when the vote will break a tie or cause a tie.

**Section 3. Vice President.** In the absence of the President or in the event of his/her inability to act, the Vice President shall perform the duties of the President and shall have all the powers and restrictions of the President.

**Section 4. Treasurer.** If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. He/she shall have charge and custody of and be responsible for all funds and securities of WHOA; receive and give receipts for all moneys due and payable to WHOA from any source whatsoever, and deposit such moneys in the name of WHOA in such banks or other depositories as shall be selected by WHOA; and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

**Section 5. Secretary.** The Secretary shall keep the minutes and record the voting record of the meetings of the General Membership and of the Board of Directors; see that all the notices are duly given in accordance with the provisions of these by-laws; keep a list of the location of WHOA records including archival records and legal documents; keep a register of the address of each member; perform all duties incident to the office of Secretary or assigned to him or her by the President or the Board of Directors.

**Section 6. Executive Committee.** The Officers of WHOA, the President, Vice President, Secretary and Treasurer shall comprise the Executive Committee. It shall be its responsibility to act on behalf of WHOA upon call of the President.

## **Article VIII. Committees**

**Section 1. Committees.** The President or Board of Directors may designate and appoint one or more committees from among the Board's members or from among the WHOA general membership to perform duties mandated by and within the authority granted by the Board.