

ARTICLE V: OFFICERS AND DISTRICT REPRESENTATIVES

Section 5.01 Officers of the Corporation: The officers of the corporation shall be President, Vice President, First Vice President, Secretary, Treasurer (Chief Financial Officer), Sergeant-at-Arms, and the immediate Past President.

A. President: The President shall be an Active member in good standing. Subject to the control of the Board, the President shall be the general manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs and officers. The length of the term of office shall be one (1) year, commencing at the conclusion of the Florida D.A.R.E. Officers Association Annual conference. The President shall fulfill the following duties:

1. Preside at all meetings of the Association, the Executive Committee, and the Board of Directors.
2. Represent the Association at the State level as required.
3. Be an ex-officio member of all committees with the right to debate, and vote in cases of a tie.
4. Sign all correspondence and contracts of the Association, which have been approved by the Board of Directors, or the membership.
5. Shall represent the Association at all media events as determined by the Board of Directors.
6. Be a voting members of the Board of Directors when there is a tie.
7. May sign all checks with the Treasurer.
8. The President shall have such other powers and duties as the Board or By-Laws prescribe.

B. Vice President: The Vice President shall be an active member in good standing. The term of office shall be one (1) year, commencing at the conclusion of the Florida D.A.R.E. Officers Annual conference. After serving one (1) year as Vice President, the Vice President will automatically be elevated to the office of President. The Vice President shall fulfill the following duties:

1. Assist the President in carrying out the objectives of the Association.
2. Chair Committees as appointed by the President.
3. Perform all the duties of the President during the President's absence. When so acting, the Vice President shall have all powers of and be subject to all restrictions of the office of the President.
4. Be a voting member of the Executive Committee and the Board of Directors.
5. Be the Board of Directors conference liaison with a designated conference coordinator and conference training coordinator.
6. May sign checks with the Treasurer.

C. First Vice President: The First Vice President shall be an Active Member in good standing. The First Vice President shall be elected for a term of four (4) years. The term of office will commence at the conclusion of the Florida D.A.R.E. Officers Association Annual Conference. After the first year in office, the First Vice President shall automatically be elevated to the office of Vice President. The First Vice President shall fulfill the following duties:

1. Perform all the duties of the office of Vice President when the Vice President is absent. When so doing, the First Vice president shall have all the posers of and be subject to all restrictions of the office of the Vice President.
2. Complete varied tasks at the direction of the President or the Vice President.
3. Be a voting member of the Executive Committee and the Board of Directors.
4. Serve as the Election committee chairperson.
5. Supervise the activities of the District Representatives.
6. The First Vice President shall have such other powers and perform such other duties as the Board of Directors or these by-laws prescribe.

D. Secretary: The Secretary shall be an Active Member in good standing. The Secretary shall be elected for a term of two (2) years. The election will take place during the odd numbered year during the Florida D.A.R.E. Officers Annual Conference, and shall assume office at the conclusion of that conference. The Secretary will perform the following duties:

1. Keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct a book of minutes of all meetings, proceedings, and actions of the Board and of Committees of the Board.
2. Keep the minutes of all meetings of the Association which shall include the time and place the meeting was held, whether the meeting was annual, regular, or special, and if special, how authorized, the notice given, the names of those present at the meeting.
3. Shall keep or cause to be kept a copy of the Articles of Incorporation and By-Laws, as amended to date.
4. Shall give, or cause to be given, notice of all meetings of the Board and of Committees of the Board.
5. Shall keep the Corporate Seal in safe custody, and shall have such other powers, and perform such other duties as the Board or By-Laws prescribe.
6. Be the Chairperson of the Membership Committee, if established, and keep an up-to-date roster of all members.
7. Receive and transmit all correspondence.
8. Prepare replies to such correspondence as directed by the Board of Directors.
9. Purge files with the approval or under the direction of the Board of Directors.
9. Be a voting member of the Executive Committee and the Board of Directors.

E. Treasurer (Chief Financial Officer): The Treasurer shall be an Active Member in good standing. The Treasurer shall be elected for a term of two (2) years with the election being held every even numbered year at the Florida D.A.R.E. Officers Annual Conference. Duties will commence at the conclusion of the conference. The Treasurer will perform the following duties:

1. Shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions.
2. Shall send or cause to be given to the members such financial statements and reports as are required to be given by law, by these By-Laws, or by the Board of Directors. These statements and reports are open to inspection by any member in good standing all reasonable times.
3. Receive all dues and assessments.
4. Deposit or cause to be deposited all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the President and the Board when requested, an account of all transactions as the Chief Financial Officer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as the Board or By-Laws prescribe.
5. Manage funds in accordance with Article III of these By-laws.
6. Present a financial report at each regular meeting of the Board of Directors and at the annual conference of this Association.
7. Prepare all checks, and ensure that all checks are properly co-signed.
8. Be a voting member of the Executive Committee and of the Board of Directors.

F. Sergeant-At-Arms: The Sergeant-at-Arms shall be an Active Member in good standing. The term of office will be for one (1) year. The Sergeant-at-Arms shall perform the following duties:

1. Assist the presiding officer of the Board as needed.
2. Preserve order during all meetings, and introduce all visitors to the Board.
3. Will be the Parliamentarian for all meetings and conferences.
4. Shall have such other powers, and perform such other duties as the Board or the By-Laws may prescribe.
5. Be a voting member of the Executive Committee and the Board of Directors.

G. Immediate Past President: The Immediate Past President shall be an Active Member in good standing, and will have served as President for a full term of office. The Immediate Past President shall perform the following duties:

1. Shall serve as a liaison to the Executive Committee of the National DARE Officers Association.
2. Shall serve as an advisor to the Board of Directors.
3. Be a voting member of the Executive Committee and the Board of Directors.
4. May sign checks with the Treasurer, with the President's approval.
5. Shall have such other powers, and perform such other duties as the Board or the By-Laws may prescribe.

Section 5.02 District Representatives: The District Representatives shall be an Active Member in good standing. The term of office will be for two (2) years. One Representative shall be elected from each of the Districts. The District Representatives shall perform the following duties:

1. Identify and roster all DARE officer's within the district.
2. Communicate all association information to the district and solicit feedback.
3. Attend all FDOA board meetings.
4. Work at the annual training conference.
5. Abide by the Association By-Laws.
6. Encourage comradeship among fellow board members.
7. Maintain contact with the DARE Supervisors within the district.
8. Work to offer positive informative about the DARE program in the district.
9. Shall report to the 1st Vice President.