

## ARTICLE THREE: OFFICERS

### Section 1: Purpose of Officers

Officers serve to facilitate day to day affairs of the organization, as well as satisfy legal requirements. Officers may serve in either a volunteer or paid capacity, subject to all applicable laws. As specified in Article Two, officers shall serve simultaneously as members of the Central Committee.

### Section 2: Election and Term of Service

Officers shall be elected by a general vote of the membership, in a similar fashion to the election of at-large Central Committee members. Officers will be chosen by approval voting, where the full membership will be given a ballot to mark which candidates they approve of for the office in question. Members may approve of as many candidates as they wish, or none at all. The approval votes for all candidates will be summed up, and the candidate with the most approvals shall be selected for the office.

### Section 3: President

The President shall preside over all meetings of the officers and have the following duties:

- 1) They shall preside over all meetings of the officers.
- 2) They shall provide active management of the business of the officers, including active supervision and direction of the officers respective duties.
- 3) They shall see all orders and resolutions of the officers and Central Committee are complied with.
- 4) They shall submit monthly reports to the Central Committee on the activities of the officers.
- 5) In absence of the Secretary, they shall record all votes and minutes of the proceedings in a medium meant for that purpose.
- 6) They shall perform other duties as prescribed by the Central Committee.

### Section 4: Vice-President

The Vice-President shall be vested with all the powers and responsibilities of the President, and take over the role temporarily, should the President be absent. The Vice President may, from time to time, have other duties as determined by either the officers or the Central Committee.

### Section 5: Secretary

The Secretary shall attend all meetings of the officers and of the Central Committee, and all meetings of members, and will act as the clerk thereof. The Secretary's duties shall consist of:

- 1) They shall record all votes and minutes of all proceedings in a medium meant for that purpose. They, in concert with the President, shall make the arrangements for all meetings of the officers, including any at-large meetings of the Canadian Socialist Rifle Association.
- 2) They shall send notices of all meetings to the officers and shall make reservations for the meetings when applicable.

- 3) They shall perform all the official correspondence from the officers as may be prescribed by the officers or the President.
- 4) They shall record and maintain a roster of the membership, to be populated with all necessary information to be preserved for the purposes of regular correspondence and administrative tasks within the organization. The President and Treasurer may request to inspect this record at any time to ensure the integrity of the Roster. The security of information on this Roster will be considered of most importance, along with the privacy of the information therein.
- 5) They shall perform other such duties as prescribed by the Central Committee or the President under whose supervision they shall be.

#### Section 6: Treasurer

The Treasurer shall be vested with the power to attend to all finances of the organization, and maintain all necessary records for the financial health of the organization, as well as to maintain compliance with all applicable laws. The Treasurer's duties shall be:

- 1) They shall submit for the officers a record of all expenditures of funds since the last meeting of the officers, and shall submit to the Central Committee for the approval of all proposed expenses and expenditures, and shall submit an overview of the organization's financial health to the members quarterly.
- 2) They Shall present a complete and accurate report of the finances raised by this organization at any time a member of the Central Committee requests such a report.
- 3) They shall have the right of inspection of the funds resting in any accounts of the organization, to include budgets and subsequent audit reports.
- 4) It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- 5) They shall perform other such duties as may be prescribed by the Central Committee or President under whose supervision they shall serve.

#### Section 7: Legal Coordinator

The Legal Coordinator shall be responsible for assisting the whole of the officers in communication with attorneys or other legal services the organization contracts for legal assistance. The Legal Coordinator shall operate within all relevant laws, regulations, and standards of the professional responsibility associated with the practice of law. The Legal Coordinator's duties shall be:

- 1) They shall provide advice, pursuant to all applicable laws concerning the nature of said advice, on procedural and regulatory matters faced by the organization.
- 2) They shall, at the direction of the President or other officers, contact and discuss legal matters concerning the Canadian Socialist Rifle Association with outside counsel.
- 3) They shall prepare any correspondence or response to official notices or summons, based on their own experience and the advice of outside counsel pursuant to any applicable laws.

4) They shall perform other such duties as may be prescribed by the Central Committee or President under whose supervision they shall be.

**Section 8: Removal of Officers**

The procedure outlined in Article Two, Section 6, shall be followed for the removal of Officers, and shall immediately strip them of both their position as officer and membership on the Central Committee.

**Section 9: Vacancies in Officer positions**

The procedures outlined in Article Two, Section 7 shall be followed for the filling of vacancies of officers.