

Officers

- Section 1: The elected officers of the Jane Phillips Society, Bartlesville Chapter, shall consist of a President, Vice-President, Secretary, Treasurer, Membership Director, Fundraising Director, Recreation Director, and JANUES Reporter. Term of office is March through February.
- (a) Officers shall attend all meetings of the Board of Directors and General Membership meetings.
- Section 2: The PRESIDENT shall:
- (a) Be the chief executive officer of the Jane Phillips Society and Chairman of the Board of Directors and shall be bonded;
 - (b) Preside at all general meetings of the Bartlesville Chapter and Board of Directors meetings;
 - (c) Perform such other duties as customarily appertain to the Office of the President or as may from time to time be prescribed, not inconsistent with the provisions of law or these Bylaws;
 - (d) Co-sign checks, drafts, notes and warrants; and
 - (e) Be an ex-officio member of all committees except the Nominating Committee.
- Section 3: The VICE-PRESIDENT shall:
- (a) Have such authority and perform such duties as may at any time be delegated to the Vice-President by the Board of Directors or the President, and in the absence of the President, the duties and powers of the office shall be performed and exercised by the Vice-President;
 - (b) Act as historian for the National organization. In this capacity, it shall be the Vice-President's duty to forward to the National Vice-President a yearly history of the Chapter for recording in the National history book;
 - (c) Co-sign in the absence of the President or Treasurer, checks, drafts, notes and warrants.;
 - (d) Direct charitable activities; and
 - (e) Coordinate the Bartlesville JPS Scholarship Fund.

Section 4: The SECRETARY shall:

- (a) Record the minutes of Board of Directors and General Membership meetings; and
- (b) Perform such other duties as may be directed by the Board or by the President not inconsistent with the provisions of law or of these Bylaws.

Section 5: The TREASURER shall:

- (a) Keep full and accurate accounts of all receipts and disbursements in the books and prepare the financial statement of the Jane Phillips Society. The Treasurer may appoint an assistant to help keep a check and balance on the books and to help with other duties as the Treasurer directs;
- (b) Deposit all monies and other valuable effects in the name and to the credit of the Society in a depository selected by the Board of Directors. In the Treasurer's absence, any member of the current Board of Directors could make a deposit, provided the necessary documentation is supplied/furnished to the Treasurer;
- (c) Have authority to receive and give receipts for all monies due and payable to the Jane Phillips Society from any source whatever and to give full discharge for the same, and to endorse for deposit on behalf of the Jane Phillips Society all checks, drafts, notes, warrants, orders, and other papers requiring endorsement;
- (d) Disburse the monies of the Jane Phillips Society under the direction of the Board of Directors;
- (e) Be required to be bonded in an amount satisfactory to the Board of Directors for the faithful performance of the duties of the office and for the restoration to the Jane Phillips Society in case of death, resignation, or removal from office, of all books, papers, vouchers, money or other property of whatever kind in the Treasurer's possession, belonging to the Jane Phillips Society; and
- (f) Perform such other duties as may be conferred upon the office by the Board of Directors or by the President.

Section 6: The MEMBERSHIP DIRECTOR shall:

- (a) Collect both local and National dues;
- (b) Coordinate communications to all members of the Bartlesville

Chapter, maintaining an up-to-date file of mailing labels and email distribution list, keeping a permanent file of members, transmitting names of members to the National Secretary and handling of all duties that pertain to membership, both local and National; and

- (c) Report all deaths and illnesses and be responsible for sending remembrances to members who are ill or have deaths in their immediate families.

Section 7: The FUNDRAISING DIRECTOR shall:

- (a) Be responsible for, but not limited to, money-making projects of the Society plus the purchase for resale of specific items or commodities and orders to other chapters; and
- (b) Report all fundraising activities and other newsworthy items to the newspapers and radio stations concerned; and
- (c) Perform such other duties as may be conferred upon the office by the Board of Directors or by the President.

Section 8: The RECREATION DIRECTOR shall:

- (a) Be in charge of all programs for regular meetings and all social activities of the Society.
- (b) Report all social activities and other newsworthy items to the newspapers and radio stations concerned.

Section 9: The JANUES REPORTER shall:

- (a) Prepare and have in the possession of the National JANUES Editor by the date specified, a detailed report not to exceed four (4) typed pages consisting of social events and business meetings and other news of the chapter which may be of interest to other chapters.