

Officers

II.E.3.a-f

- a. Titles.** The District Officers are Governor, Lieutenant Governor, Registrar, Secretary, and Treasurer. The Board of Managers may approve the establishment of additional District Officers. No individual may hold more than one office at the same time.
- b. Eligibility.** Only members of the Board of Managers are eligible to hold office.
- c. Term of Office.** Each Officer shall serve a term of four years or until his successor is chosen.
- d. Duties.** The duties of the Officers are:
 - 1. Governor.** The Governor presides at all meetings, appoints Committees, calls special meetings, and performs any other duties that pertain to the office of Governor.
 - 2. Lieutenant Governor.** The Lieutenant Governor has duties as assigned by the Governor.
 - 3. Secretary.** The Secretary shall:
 - a.** Keep the records of the District, including but not limited to the minutes of all District Board of Managers and Executive Committee meetings and copies of all District Sport Committee meetings and District Sport Committee Operating Rules.
 - b.** Issue or approve issue of all District and District Sport Committee meeting notices. Forward a copy of District Board of Managers notices to the National Office.
 - c.** Prepare meeting minutes for approval at all Board of Managers and District Executive Committee meetings. Forward a copy of all minutes to the National Office.
 - d.** Prepare a report of activities for the District Board of Managers Biennial Legislative meeting.
 - e.** Prepare and submit the District reports required by the Constitution and Bylaws.
 - f.** Turn over all minutes and records to the succeeding Secretary upon end of term of office.
 - 4. Treasurer.** The Treasurer shall be responsible for and oversee the following:
 - a.** Payment or authorization of payment of the District membership (charter) fee to the National Office.
 - b.** Receipt and deposit of all monies of the District into District accounts.
 - c.** Payment of all bills approved by an authorized officer or by the Board of Managers provided they are within the authorized current budget of the District.

- d. Execution of all checks, notes, and drafts as prescribed by District policy.
 - e. Preparation of the District's financial report (including budget) to the Board of Managers.
 - f. Comply with the requirements of the AAU Business Practices by in filing the required District and Sport Committee IRS 990 forms. A copy of the form(s) shall be available at the District's Biennial Legislative Meeting.
 - g. Consult with the Finance Committee to prepare the District's budget.
 - h. Furnish to the Board of Managers or Finance Committee when requested all monies, accounts, books, papers, vouchers and records pertaining to the office for audit or other purposes, and turn over all records to the successor when elected.
 - i. Review and approve District Sport Committee budgets.
- 5. Registrar.** The Registrar shall:
- a. Review and then approve or deny applications for membership.
 - b. Credential eligible voters at all District Board of Managers meetings (as outlined in National Policies.)
 - c. Monitor any event to assure compliance with AAU requirements.
 - d. Insure a quorum of voting members exists at all management meetings and submit a credentials report to the District Secretary.
 - e. Consider the transfer of athletes pursuant to the Bylaws.
- 6. Additional Officers.** The duties of additional officers as established by the Board of Managers shall be specified by the Board of Managers.
- e. Removal.** An elected Officer may be removed by:
1. On the order of the National Board of Review following the filing of a complaint and the Board's proceedings.
 2. A two-thirds (2/3) vote of the Board of Managers at the Biennial meeting provided that the Notice of the meeting specifies that a motion to remove is on the agenda.
- f. Vacancies.** In the event of the death, resignation, removal or incapacity of an officer, the District Executive Committee shall appoint an individual to serve in the position until the next Board of Managers meeting where an election will be held to fill the balance of the unexpired term.