

# **Duties and Obligations Of The SCI Chapter Elected Officers & Board of Directors**

As an elected officer or director of the SCI Chapter, you have the exhilarating task of leading your Chapter in its on going effort to protect, preserve and expand the hunting rights of your fellow hunters as well as preserve the habitat and animals that we hunt. The efforts of the Officers and directors of your Chapter will also favor both the hunting and non-hunting public with exemplary actions that demonstrate our unwavering commitment to the community at large in areas of education and charitable causes.

That commitment is demonstrated through Chapter contributions towards Civic organizations, sponsorship of youth hunting programs as well as outdoor educational activities. That commitment will also be evidenced by contributions towards habitat restoration projects and contributions to the needy and disabled of our own community.

The goal of this guide is to provide a thumbnail outline of the duties and obligations of each officer and of the directors with an eye towards predictability of effort and organization that affords the Chapter the best coordination of talents possible while facilitating efficiency of service. This guide should be viewed as a minimum level of expectation with the obvious knowledge that our members would expect each officer and director to exceed the provisions herein. All officers and directors are expected and encouraged to participate in the various committees and functions of the Chapter, over and above their stated roles as officers.

The Chapter shall have four elected officers: The President, Vice President, Treasurer and Secretary. The Board of Directors shall be comprised of the immediate past president and a minimum of fourteen directors elected at large. Their duties and obligations are summarized, infra, as follows:

## **President**

The President is the principal executive officer of the Chapter. The President's Duties and Obligations include, but are not necessarily limited to, the following:

- a. Above all, he or she must demonstrate leadership qualities and move the Chapter forward by example. His or her unflinching dedication to the Chapter must reveal to all others the importance of the duties and obligations of the Board of Directors;
- b. Exercise general supervision and control of the organization's affairs;
- c. Sign with the Secretary, or any other proper officer of the organization authorized by the board, any contracts or other instruments approved by the board for signature;

- d. Call all duly noticed and scheduled meetings to Order;
- e. Present the Agenda including new and old business and preside over the Chapter Annual Meeting in June of each year and the Monthly Board Meetings;
- f. Call Special meetings of the Board of Directors;
- g. Oversee and coordinate the election of Board Members per Article VI of the by-laws of the Chapter at each Annual Board Meeting in June of each year;
- h. Shall preside over the election of new officers each July at the annual Installation Dinner or Meeting;
- i. Provide a review of the activities of the Board of Directors and Officers for the preceding year at the Annual Meeting;
- j. Receive communications from SCI National, outside vendors and fellow SCI Chapter members such that the issues affecting the Chapter that become apparent through said communications are brought to light at subsequent General Participation or Board Meetings;
- k. Pay all just obligations of the Chapter upon approval of the Board of Directors [any claim or bill over \$200.00 shall require two signatures, the Treasurer and one other officer];

### **Vice President**

The Vice President shall attend all SCI Chapter Meetings and be prepared to serve in place of the President, in the President's absence, unwillingness or inability to serve. The Vice President's Duties and Obligations include, but are not necessarily limited to, the following:

- a. He or she must also demonstrate leadership qualities and move the Chapter forward by example. His or her unflinching dedication to the Chapter must reveal to all others the importance of the duties and obligations of the Board of Directors;
- b. When required, call special meetings of the Board of Directors;
- c. Shall have joint custody and charge with the Treasurer of, and be jointly responsible for all funds and all such securities of the Chapter from all sources and deposit all such money in the name of the Chapter in such depositories as the Board of Directors may designate;
- d. Receive and give receipts for monies due and payable to the Chapter;
- e. Keep a complete record of all Chapter income and Expenditures;

- f. Make a Vice President's report in conjunction with the Treasurer of the financial condition of the Chapter every month;
- g. At the Annual Meeting in June, make a Vice President's report in conjunction with the Treasurer of the financial condition of the Chapter for the immediately preceding calendar year;

### **Treasurer**

The treasurer shall be the chief financial officer of the Chapter. The Duties and Obligations of the Treasurer include, but are not necessarily limited to the following:

- a. He or she must also demonstrate leadership qualities and move the Chapter forward by example. His or her unflinching dedication to the Chapter must reveal to all others the importance of the duties and obligations of the Board of Directors;
- b. Complete a report of the financial condition of the organization including a summary of the receipts and disbursements for the prior year.
- c. Complete a Treasurer's report of receipts and expenditures, and report the financial condition of the organization at each regular monthly meeting of the Board of Directors;
- d. Receive and administer all written claims by any member, officer, or director for reimbursement of expenses previously approved by the Board of Directors
- e. Receive and administer the payments of guests and members at each fundraiser event, or assign an equally qualified member to perform this task;
- f. Shall have custody and charge of and be responsible for all funds and all such securities of the Chapter from all sources, and deposit all such money in the name of the Chapter in such depositories as the Board of Directors may designate;
- g. Receive and give receipts for monies due and payable to the Chapter;
- h. Pay all just obligations of the Chapter upon approval of the Board of Directors [any claim or bill over \$200.00 shall require two signatures, the Treasurer and one other officer];

### **Secretary**

The Secretary shall serve as the voice of the Chapter towards both fellow members and non-members. The duties and obligations of the Secretary include, but are not necessarily limited to the following:

- a. He or she must also demonstrate leadership qualities and move the Chapter forward by example. His or her unflinching dedication to the Chapter must reveal to all others the importance of the duties and obligations of the Board of Directors;
- b. He or she shall oversee and supervise the Clerical Secretary retained by the Chapter to assist with preparation of meeting minutes and other ministerial duties;
- c. Prepare or cause to be prepared the meeting minutes for each duly noticed Annual or Monthly Board Meeting;
- d. Conduct correspondence with both members and non-members of the Chapter;
- e. Read correspondence and other communications at the meetings of the Board of Directors;
- f. Serve as custodian of the Chapter records;
- g. Keep a register of the addresses of each member of the Chapter;
- h. Provide each member with at least 7 days prior written notice of the time and place of each regular monthly and annual board meetings;
- i. At the request of the Board of Directors, the Secretary shall favor all members with 7 days prior written notice of a Special Meeting called for any purpose the Board deems appropriate. The notice shall include a call of the special meeting, the date, time, and place of the holding thereof, the purpose of the special meeting, and shall be delivered in person or my mail to each voting member;
- j. Accept the written resignation of fellow Chapter members and report same to the Board;
- k. Accept and duly note any address changes of any Chapter member;
- l. In the absence or in the event of the inability/unwillingness of the President and Vice President to fulfill their duties or obligations, the Secretary shall serve as President.
- m. The duties and obligations of all officers are subject to expansion or contraction as the Board of Directors approves by 2/3rds vote at any monthly or special meeting of the Board of Directors.

### **Directors**

The Directors of the Chapter serve as the managers of the property, affairs and business of the organization. The duties and obligations of the Directors include but are not necessarily limited to, and are subject, where applicable, to the voting requirements of the Chapter By-Laws, as follows:

- a. He or she must also demonstrate leadership qualities and move the Chapter forward by example. His or her unflinching dedication to the Chapter must reveal to all others the importance of the duties and obligations of the Board of Directors;
- b. Subject to the provisions of the By-Laws of the Chapter, elect the officers of the Chapter;
- c. Subject to the provisions of the By-Laws of the Chapter, approve applications for membership to the Chapter;
- d. Subject to the provisions of the By-Laws of the Chapter prescribe the form of Certificates of Membership issued to applicants upon election to membership;
- e. Subject to the provisions of the By-Laws of the Chapter establish initiation fees, dues, and special assessments for members;
- f. Subject to the voting requirements found in the By-Laws of the Chapter, drop from membership a member who makes false statements on his or her membership application or whose conduct is deemed detrimental to the principles of the Chapter or SCI National;
- g. Subject to the provisions of the By-Laws of the Chapter, call special meetings of the Board of Directors;
- h. Subject to the provisions of the By-Laws of the Chapter, vote on such other matters concerning management of the property, affairs and business of the organization;
- i. Declare the office of any director or officer vacant, subject to the provisions and voting requirements of the By-Laws of the Chapter either for cause or without cause;
- j. Subject to the voting requirements of the By-Laws of the Chapter, approve the reimbursement of expenses claimed by any member, officer, or director.
- k. Sit on at least one committee;
- l. Subject to the Provisions of the By-Laws of the the Chapter, expend money and bind the organization by contract;
- m. Attend duly noticed regular, special and annual meetings.
- n. In addition, participate as team members and act as Chapters ambassadors during your term as Board of Directors of the Chapter.

Finally, those who have the honor and privilege of serving on the Board of Directors of the Chapter shall be ever mindful of the admonitions of President Theodore Roosevelt with regard to the role of the public servant, when he states as follows :



“A man who stays in our American political life, if he has in his soul the generous desire to do effective service for great causes, inevitably grows to regard himself merely as one of many instruments, all of which it may be necessary to use, one at one time, one at another, in achieving the triumph of those causes. and whenever the usefulness of any one has been exhausted, it is to be thrown aside. If such a man is wise, he will gladly do the thing that is next, when the time and the need come together, without asking what the future holds for him. Let the half-god play his part well and manfully, and then be content to draw aside when the god appears. Nor should he feel vain regrets that to another it is given to render greater services and reap a greater reward. Let it be enough for him that he too has served, and that by doing well he has prepared the way for the other man who can do better.”