

by appointment of the Board. The members may, by special resolution at a General meeting, remove a member of the Board before the expiration of his/her term of office and may elect a successor to complete the term of office. Notice will be sent out prior to the next General meeting and the resolution must be passed by 1/2 of the members present and voting at that General meeting.

E. DUTIES OF THE BOARD

The Board will perform all the duties required of it under these By-Laws and such other duties as are desirable and necessary to maintain and foster the interests and well-being of the Guild, and

no member of the Board shall be remunerated for being or acting as a member of the Board.

F. DUTIES OF THE OFFICERS

- (i) **President** will preside at all meetings of the Guild; arrange the time, place and date for Board meetings; supervise the other officers in the execution of their duties and, with the cooperation of the Secretary and Treasurer, shall submit an Annual Report at the Annual General meeting.
- (ii) **Vice President** shall carry out the duties of the President during his or her absence, as well as assist the President in all matters that the President deems necessary.
- (iii) **Secretary** will record and have custody of the minutes of all meetings of the Guild; have custody of the registered copies of the By-Laws of the Guild and all registered amendments thereto; conduct the general correspondence of the Guild under the direction of the Board, and

ensure notices of Guild meetings required herein are served timely.
- (iv) **Treasurer** will be responsible for collection of accounts receivable, payment of accounts payable and other financial matters pertaining to the Guild; keep an accurate account of all monies received and disbursed; deposit promptly all funds in the bank; submit interim financial statements at any time at the request of the Board;