

Role of Officers

Officers shall consist of a Presiding Partner, Assistant Presiding Partner, Recording Partner, Financial Partner and Assistant Financial Partner.

Duties of the Officers will include, but not be limited to, the following:

1. The Presiding Partner shall serve as the President and will appoint committees, oversee all club activities, and preside over all club meetings. The President will have the power to create and conduct an agenda for all meetings, and may enforce or waive formalities of such an agenda. The President will have the power to recommend disciplinary action with respect to any Partner who, in the opinion of a majority of the club partners, is considered to have acted contrary to the provisions of the club operating procedures or has displayed negligence in the performance of duties or expectations. The President will be responsible for the activities, progress and reports of all committees that are formed.
2. The Assistant Presiding Partner shall serve as the Vice-President and will assume the duties of the Presiding Partner when the Presiding Partner is absent or unable to serve the office. The Assistant Presiding Partner will be responsible for the education program of the Club, and the progress and reports of the stock analysis committees that are formed.
3. The Recording Partner shall serve as the Secretary and will keep a record of all the proceedings of business and maintain all correspondence pertaining to the club, including the distribution or posting of notices of meetings and reports from meetings of the partnership, officers and committees.
4. The Financial Partner shall serve as the Treasurer and will keep a record of all club financial activities, prepare annual financial statements, calculate monthly valuation statements and prepare any other statistical reports that may be required. The Treasurer will be responsible for club banking and brokerage accounts and shall collect and deposit monthly dues from members and other amounts received by the club and shall make all disbursements for the club. The Treasurer also shall be the club's agent for the purchase and sale of securities and any other authorized brokerage transactions. The Treasurer shall prepare and file all required tax returns and shall distribute any required tax documents to the members.
5. The Assistant Financial Partner shall serve as the Assistant Treasurer and will fulfill the duties of Treasurer in his/her absence or inability to serve. In addition, the Assistant Treasurer will serve as the internal auditor for club. In this role, he/she will review all brokerage or bank statements, and will review and verify financial information provided by the Financial Partner to the members.