

ELECTION AND DUTIES OF CPA OFFICERS

The excerpt below is from the Bylaws of the Cleveland Polka Association. As you read the information regarding “Officers and Duties” please keep in mind that members of the Executive Board traditionally have been expected to participate in the administrative duties required to implement our dances and general membership meetings. These duties include but are not limited to assisting with the setup and tear down of the dances as well as helping with the bar, sales of tickets for entry and beverages, and running the 50/50.

ELECTION OF OFFICERS

- Section 1: The election of officers of the Cleveland Polka Association shall be by secret ballot. At the September meeting, nomination of candidates for office shall be made from the floor and require a seconding motion. A nominee, to be eligible as a candidate for election, must have attended a majority of the monthly meetings held during the past twelve (12) months (October thru September.)
- A. A person is not eligible to hold office if they hold office in any other polka organization. A person is eligible to hold office if they belong to or are involved with any group or organization making a profit pertaining to polkas. However, they are not permitted to use their position within the Cleveland Polka Association to promote their group or organization for excessive personal profit as determined by the CPA Executive board. The Executive Board by 2/3 majority vote may remove any officer they feel has violated his trust, (Amended – 02/23/1012)

ARTICLE VI Officers & Duties

- Section 1: The elected officers of the Cleveland Polka Association shall consist of: President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, Membership Chairperson and three Trustees.
- Section 2: President
- A. The President will preside at all legal, Constitutional meetings. It will be the President’s duty to plan policies within the framework of the Cleveland Polka Association’s CONSTITUTION which will promote, support and advanced polka entertainment and the welfare of this Association.
- B. The President will call meetings of the Executive Board as needed and will preside at such meetings
- C. The President will make appointments to committees established by the Executive Board or the general membership.
- D. The President will sign all documents pertaining to his office and all vouchers drawn on the Treasury.
- E. The President will keep the membership fully advised of his activities.

- F. The President has the responsibility to arrange for an audit of the Treasurer's books on a yearly basis. The audit will be done by the Trustees.
- G. The President shall not vote at any Constitutional meeting except in the case of a tie at which time he will cast the deciding vote.

Section 3: Vice-President

- A. The Vice-President will attend all legal Constitutional meetings of the Association
- B. In the absence of the President, the Vice-President will assume all the duties of the President and will preside at Constitutional meetings. The Vice-President will fully cooperate with the President and promptly inform him of all matters and communications that may come into his possession.
- C. The Vice-President will be in charge of, or work with, the Chair-person of all committees as specified by the President.
- D. The Vice-President shall fulfill any special assignments or projects assigned by the President

Section 4: Secretary

- A. The Secretary will attend all Constitutional and Board Meetings and will keep a complete records of said meetings. If unable to attend, the President shall designate a substitute who will submit the recorded minutes to the Secretary.
- B. The Secretary will have custody of the official copy of the CONSTITUTION and BY-LAWS of the Association.
- C. The Secretary will fully cooperation with the President and promptly inform the President of all matters and communications that may come into his possession.
- D. The Secretary will conduct all correspondence for the Association and keep on file copies of all incoming and outgoing correspondence for record purposes
- E. With the assistance of the Membership Chairperson the Secretary will compose a roster of current members.

Section 5: Treasurer

- A. The Treasurer will keep an accurate record of monies received and disbursed by him. The Treasurer will deposit said monies into a legally accredited bank, savings and loan or credit union in the best interests of the Association.
- B. The Treasurer will attend all Constitutional meetings
- C. The Treasurer will draw upon the treasury to make disbursement as authorized for payment of bills.
- D. The Treasurer will fully cooperate with the President and promptly inform him of all matters and communications that may come into his possession.
- E. The Treasurer will assume the duties of the President in the absence of the President and the Vice President.

Section 6: Sergeant-At-Arms

The Sergeant-At-Arms will maintain order and decorum at all meetings and functions of the Association. He will require all members to show their membership card to attend the meetings, at his discretion. He will maintain a records of member attendance at all meetings and perform other duties as delegated by the President

Section 7: Membership Chairperson

The Membership Chairperson shall be responsible for compiling a membership list to be used by the Treasurer, Secretary and Bulletin Editor and keep it current with the addition of new members.

Section 8: Three Trustees

The Trustees shall be a connecting link between the officers and membership. They shall be members of the Executive Board and they shall oversee the duties of the officers and assure that the Cleveland Polka Association is being operated according to the CONSTITUTION and BY-LAWS.