

over the unexpired term. The President shall have the right to appoint a member to take the place of an officer at the Association membership meetings when that officer is unable to attend that meeting. To make fiscal or community commitments for MAA without Association membership vote only when circumstances prevent the consultation of Association membership of the Board. The President or his appointees will make a periodic audit of the Treasurer's books. The President will have discretionary spending for the benefit of the Association of up to \$500.00 without requiring Association approval.

4.2.2 Vice-President. Shall perform all duties of the President in his absence, to serve as Program Chairman, arranging demonstrations, movies, etc.

4.2.3 Secretary. The Secretary shall record minutes of each Association meeting and Board of Directors, and keep an up to date copy of the by-laws and standing rules ready at all meetings. Handle all correspondence pertaining to Association activities. He/she will also be the Association's contact person with AMA in case of questions, problems or situations. Shall prepare quarterly status reports to the Park Board.

4.2.4 Treasurer. The Treasurer shall collect all moneys due and shall keep a record of moneys disbursed by the Association. Shall be chairman of the budget and finance committee; keep an accurate record of all moneys received; deposit funds in MAA's bank account; pay all warrants properly signed; pay all AMA fees and insurance dues; pay no bills nor incur cost without proper authorization by the MAA president; and, present a financial report at each meeting to include the following: previous balance, itemized receipts, itemized disbursements, and ending balance on hand with two other appointed members. Audit the books at the end of the year and submit the books to the newly elected treasurer. The Treasurer of the Association is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Association.

4.2.5 Field Marshall. The Field Marshall shall be responsible for establishing mowing crews and mowing equipment maintenance crews. He/She is to ensure that the field is properly maintained and recommend improvement/changes.

4.2.6 Safety Committee Chairman/Safety Officer. The Safety Committee Chairman/Safety Officer shall be responsible for chairing the safety committee and ensuring existing MAA and AMA safety rules are enforced. This includes processing the grievance forms and following the existing grievance procedure documented in the by-laws. The Safety Committee shall consist of the five elected Directors and Safety Officer.

4.3 Action by Directors without a Meeting. Any action required or permitted to be taken at a meeting of the directors, or of a committee thereof, may be taken without