

## 9. DUTIES OF OFFICERS

### 9.1 THE PRESIDENT

- 9.1.1 The President shall be the chief executive officer of the Federation. They shall exercise supervision over the affairs of the Federation and preside at general meetings and at meetings of the Presidents' Council and the Executive Committee. They shall call meetings of the Presidents' Council at least six times each year. They shall call meetings of the Executive Committee at least four times each year. The President shall perform such other duties as are assigned by the Presidents' Council.
- 9.1.2 The President shall have the authority to interpret the Constitution of this Federation and their interpretation shall be conclusive and in full force and effect unless reversed or changed by the Presidents' Council or a general meeting. Full and final authority shall rest with the Annual General Meeting.
- 9.1.3 The President shall report on the administration of their office and on the affairs of the Federation to the General Meeting through the report of the Presidents' Council.
- 9.1.4 The President shall have full voice but no vote at meetings of the Presidents' Council.

### 9.2 THE SECRETARY-TREASURER

- 9.2.1 The Secretary-Treasurer shall be the chief financial officer of the Federation. The Secretary-Treasurer shall be in charge of books, documents, files and effects of the Federation which shall at all times be subject to inspection by the President and the Presidents' Council or any Federation member in good standing.
- 9.2.2 The Secretary-Treasurer shall prepare a financial statement of the Federation and of the FPSE Holding Society for each meeting of the Presidents' Council. They shall have the books of the FPSE Holding Society audited each year by a registered accountant selected and approved by the Presidents' Council. Such audits shall be furnished to the Presidents' Council and to the Annual General Meeting.
- 9.2.3 The Secretary-Treasurer shall, subject to the approval of the Presidents' Council, direct the FPSE Holding Society in its investment of the surplus funds of the Federation, in accordance with the relevant laws of British Columbia.
- 9.2.4 The Secretary-Treasurer shall be responsible for submitting from revenue any affiliation fees.
- 9.2.5 The Secretary-Treasurer is empowered to require member organizations to provide statistical data in their possession relating to the membership of the organization in order to establish membership strength for dues collection.
- 9.2.6 The Secretary-Treasurer shall issue the call for, and act as Secretary at, all General Meetings and shall cause the proceedings of all General Meetings and all sessions of the Presidents' Council and the Executive Committee to be recorded.

9.2.7 The Secretary-Treasurer shall submit a written report on the administration of their office to the Annual General Meeting.

9.2.8 The Secretary-Treasurer shall have full voice but no vote at meetings of the Presidents' Council.

### 9.3 THE VICE-PRESIDENT(S) AND MEMBERS-AT-LARGE

9.3.1 The Vice-Presidents shall have full voice but no vote at meetings of the Presidents' Council. The duties of the Vice-Presidents shall be as mutually agreed by the President and Vice-Presidents, or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

9.3.2 The duties of the Members-at-Large shall be as mutually agreed by the President and Members-at-Large, or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

### 9.4 THE IMMEDIATE PAST PRESIDENT

The immediate Past President's duties shall be as mutually agreed by the President and immediate Past President, or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council. They shall have full voice but no vote at meetings of the Presidents' Council.

### 9.5 VACANCIES

9.5.1 If the office of the President becomes vacant for any reason, the Secretary-Treasurer shall become President of the Federation until the next general meeting.

9.5.2 If the office of the Secretary-Treasurer becomes vacant for any reason, the First Vice-President shall become Secretary-Treasurer of the Federation until the next general meeting.

9.5.3 If the office of the First Vice-President or Second Vice-President becomes vacant, it will remain vacant until the next general meeting.

9.5.4 If the office of Member-at-Large becomes vacant, the Presidents' Council shall elect one of its members to fill the vacancy until the next general meeting.

9.5.5 Any vacancy on the Presidents' Council other than those already named in this article shall be filled by the member organization whose absent member causes the vacancy.