

- Section 4. Election and Installation. The election of officers shall be the final order of business at the November meeting. Installation shall be considered effective upon election. When there is only one (1) candidate for any office, the candidate shall be declared elected by acclamation. When there is more than one (1) candidate for office, the election shall be by ballot. If no majority is received by any candidate, the two (2) candidates receiving the highest number of votes shall be voted upon and the candidate receiving the majority of this vote shall be elected.
- Section 5. Vacancies. Vacancies in any office shall be filled by an election held at the next regular meeting following the announcement of the vacancy. Nominations from the floor shall be in order at the election meeting.
- Section 6. Duties and Powers.
- a. The President shall preside at all meetings of the Association and shall perform such other duties as pertain to the office.
 - b. The Vice President shall preside in the absence of the President and shall perform such other duties as the President may direct.
 - c. The Treasurer shall receive and disburse the funds of the Association. Disbursements of expenditures incidental to the operation of the Association may be made without specific authorization, provided that any such expenditures are less than \$100; any extraordinary expenditure and any expenditure in excess of \$100 must be approved by the Association or, if the expenditure must be made before the next regular meeting, by unanimous vote of the Executive Committee. The Treasurer shall make a financial report at each regular meeting of the Association and shall keep a record of all funds received and disbursed according to good business practice.
 - d. The Secretary shall record the proceedings of the Association, maintain and update the Constitution and By-Laws, conduct the Association's correspondence, and undertake such other duties as the President shall request.
 - e. At the expiration of the terms of office, all officers of the Association shall turn over to their successors all books, records, and other property of the Association. The Treasurer shall submit the