

From the WA-ACNM Official Bylaws

The term of office for each officer shall be 2 years and the terms shall be staggered. There shall be an annual election. The President and Treasurer shall be elected in the odd-numbered years. The Vice President, Secretary, and Member at Large shall be elected in the even-numbered years. The Student Representative will be a one-year term.

No officer shall serve more than two consecutive terms.

A vacancy in the office of President shall be filled by the Vice-President.

Vacancies in offices other than that of the President shall be filled for the unexpired term by appointment by the remaining officers within 60 days of the initial vacancy in that office.

Duties of Officers

The President shall:

- Preside at all Affiliate meetings with proper notification to members of meetings and agendas
- Appoint standing committee and task force Chairpersons.
- Designate and appoint Affiliate representatives to state external organizations
- Coordinate communications between the Affiliate, Regional Representative and ACNM.
- Declare election results and communicate those results to the Regional Representative and the ACNM.

The Vice-President shall:

- Perform the duties of the President in the absence or inability of the President to serve.
- Succeed to the office of President should the office become vacant during an unfinished term.
- Perform such duties as may be delegated by the President.
- Coordinate arrangements and program components of Affiliate meetings.

The Treasurer shall:

- Perform all duties commonly incident to and vested in the office of Treasurer of a corporation, as well as all duties delegated by the President, including, but not limited to the administration of the fiscal and financial policies of the Affiliate. This includes filing all required tax documents, as required by the IRS rules, including that a Form 990 is prepared if the Affiliate has more than \$25,000 in annual income,
- Supervise the maintenance of accurate corporate books;
- Act as custodian of the funds of the Affiliate
- Present itemized financial reports at each meeting of the Affiliate.
- Be responsible for systematic collection of annual Affiliate dues, whether from members or from ACNM.
- Maintain a list of members with ACNM and Affiliate dues currently paid.

The Secretary shall:

- Have and perform all duties commonly incident to, and vested in, the office of Secretary of a corporation, including but not limited to supervision and maintenance of all Affiliate documents.
- Be responsible for the minutes of all meetings of the Affiliate and Executive Committee including accountability for accuracy of the minutes and their timely and appropriate distribution to both the Affiliate membership and the Regional Representative.
- Maintain current organized files of all Affiliate business.
- Be responsible for distribution of notices of Affiliate meetings.
- Be responsible for all Affiliate correspondence, both electronic and mail.
- Perform duties delegated and designated by the President.

The Member at Large shall:

- Act as a liaison for member concerns to the board.
- Support and encourage member engagement with the affiliate.
- Perform such duties as may be delegated by the President.

The Student Representative shall:

- Act as a liaison between student members and the board.
- Assist with communication between affiliate and midwifery programs of study; both state based and distance learning programs.
- Perform such duties as may be delegated by the President.