

f. The Vice President shall assist the President in the performance of her/his duties and shall exercise all the powers of the President in the latter's absence.

g. The Secretary-Treasurer shall issue notices calling all meetings, both of the Board of Directors and the Executive Committee, and shall keep the minutes of all meetings. The Secretary-Treasurer shall maintain records of the activities of the SWBA and maintain files of correspondence, which shall be open for inspection by members of the Board. She/he shall receive all monies payable to the SWBA, and issue receipts therefor. She/he shall pay all accounts against the SWBA subject to the approval of the Board, and shall keep proper accounts open for inspection by Board members. She/he shall report in writing the state of finances of the SWBA whenever so requested by the Board, and shall present at the Annual General Meeting a financial report showing all receipts and expenditures for the current year.

h. The Board of Directors may appoint an Executive Secretary when deemed necessary whose address shall be the official mailing address of the SWBA and who shall serve the Board of Directors and officers in the day-to-day operations of the SWBA. The Executive Secretary shall have no set term of office and need not be a member of the Board. The Executive Secretary will not be considered an officer of the SWBA by virtue of this appointment.

i. All officers shall be directly responsible to the State Representatives and the Board for the usual duties incident to their respective offices.

j. If the office of President becomes vacant for any reason, including incapacity, the Vice President shall be designated by the Executive Committee to assume those duties temporarily. The Association shall, by majority vote of the Board of Directors within a period of thirty (30) days, either confirm the Vice President's permanent accession to the Presidency or appoint a new President to complete the term of office vacated by the duly elected President. A vacancy in any other office shall be filled by majority vote of the Board within thirty (30) days of the occurrence of the vacancy.