



MCSCAAA **OPERATIONAL POLICIES AND PROCEDURES**

OPP No. 1 – MCSCAAA Officers and Executive Board Responsibilities and Duties

Revision 1

Date Adopted: August 01, 2025

What follows is a general description of the Officers and Executive Board members duties. However, it is expected that all Board Members will assist each other by sharing their duties as needed, which is exemplified in our motto “We Take Care of Each Other”.

Officers

1. Responsibilities and Duties

A. President:

The President shall be the Chief Executive Officer of the Association and shall in general supervise all the business and affairs of the Association.

- The President shall preside at all membership and Executive Board meetings.
- The President shall have power to convene Special Meetings of the membership and Executive Board.
- In general, the President shall perform all duties incidental to the office and such other duties as may be prescribed by the Executive Board.
- The President can vote as any other **Active Member** when the vote is by written ballot. In all other cases the President can, but is not obliged to, vote whenever the President's vote will affect the result, i.e., the President can vote either to cause or to block the attainment of the necessary majority.

B. 1st Vice President:

The 1st Vice President shall serve in the President's office when necessary, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

- The 1st Vice President shall monitor the activities of all committees and be able to report on any committee if a committee chairman is not available.
- The 1st Vice President is responsible for member recruiting, retention and maintaining a current official membership roster.
- The 1st Vice President shall perform all duties incidental to the office and other duties assigned by the President or Executive Board.

C. 2nd Vice President:

The 2nd Vice President shall serve in the President's office when necessary, during the absence of the President and the 1st Vice President.

- The 2nd Vice President is responsible for fundraising, special events and donor recognition.
- The 2nd Vice President shall perform all duties incidental to the office and other duties as assigned by the President or Executive Board.

D. Sergeant-At-Arms:

The Sergeant-At-Arms shall be responsible for the orderly conduct of each meeting.

- The Association will use as a general guideline for the conduct of its meetings the latest edition of the original *1915 Edition Robert's Rules of Order, Newly Revised Edition*.
- The Sergeant-At-Arms shall ensure that all meetings are conducted under those general guidelines and perform all duties incidental to the office and such other duties as assigned by the President or the Executive Board.

E. Secretary:

The Secretary plays a critical role in fostering communications and diligence through proper management and utilization of important records such as meeting minutes, the organization's bylaws, and articles of incorporation.

The Secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings and general meetings. He or she is an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.

- The Secretary shall maintain all official documents such as bylaws, articles of incorporation, state certificate of incorporation, mission statement and motto and ensure effective management of the Association records.
- The Secretary shall prepare agendas for the executive board meetings and general meetings.
- The Secretary shall provide the executive board members with notices of meeting times and places and Association members with general meeting notices of meeting times and place.
- The Secretary shall take the minutes of all meetings.
- The Secretary shall ensure all meeting minutes are distributed to members after each meeting.
- The Secretary shall keep an attendance record at each meeting.
- The Secretary shall maintain copies of most contractual agreements to which the Association is a party and generally is required to be a signatory to such agreements.
- The Secretary shall assist the 1st Vice President in maintaining a current official membership roster and the distribution to the membership.
- The Secretary shall issue membership ID Cards to paid members.
- The Secretary shall provide new members with their *New Member Information Kit*.

F. Treasurer:

The Treasurer shall maintain accurate accounts of all funds of the Association received or disbursed.

- The Treasurer shall maintain the I.R.S. letter granting 501 (c) (3) status.
- The Treasurer shall file all tax and financial reports required by law.
- The Treasurer will provide at all General Meetings a written account of the finances of the Association.
- The Treasurer shall be responsible for all financial business of the Association and perform all duties incidental to the office of the Treasurer.
- The Treasurer shall prepare correspondence as needed and send thank you letters to donors, etc.

Executive Board

- A quorum for the purposes of the Executive Board shall consist of at least four (4) voting Executive Board members.
- The Executive Board shall have the power to designate and appoint all committees, and task forces, and fill vacancies of any elected office, and to terminate members as necessary.
- The Immediate Past President can be a member of the Executive Board and to provide guidance and counsel to the Executive Board as needed. The Immediate Past President is a non-voting member of the Executive Board.
- The Historian shall be a member of the Executive Board and shall be appointed and serve at the pleasure of the Executive Board with no term limits. The Historian shall collect and maintain photographs and document historical events of the Association. The Historian is a non-voting member of the Executive Board.
- The Association Liaison Officer shall be a member of the Executive Board who serves at the pleasure of the Sheriff. The Liaison Officer shall function as an advisor and is a non-voting member of the Executive Board. The Liaison Officer is responsible for communicating Montgomery County Sheriff's Office policy and business to the Executive Board and for ensuring compliance with the goals and objects of the Montgomery County Sheriff's Office and the Montgomery County Sheriff Citizen's Academy.
- In the event of a dispute or discrepancy between the Liaison Officer and the Executive Board, a written appeal may be made to the Sheriff. If the appeal is made by the Association, the President shall submit the appeal to the Sheriff with a copy to the Liaison Officer. If the appeal is made by the Liaison Officer, that Officer shall submit the appeal to the Sheriff with a copy to the Executive Board.

Succession Plan

- In the event the President of the Executive Board is removed from office, is unable to serve, or voluntarily resigns, the 1st Vice President shall immediately become President, the 2nd Vice President shall become the 1st Vice President, and a new 2nd Vice President shall be appointed by the Executive Board.
- In the event the 1st Vice President is removed from office, is unable to serve, or voluntarily resigns, the 2nd Vice President shall immediately become the 1st

Vice President and the Executive Board shall appoint a 2nd Vice President from the general membership to serve out the remainder of the Executive Board member's term. The newly appointed 2nd Vice President shall be eligible for election as provided for in *Article V*, if he/she has not served two (2) consecutive elected terms just prior to their appointment.

- In the event the 2nd Vice President, Secretary, Treasurer or Sergeant-At-Arms is removed from office, is unable to serve, or voluntarily resigns, the Executive Board shall appoint a replacement from the general membership to serve out the remainder of that Executive Board member's term. The appointed member shall be eligible for election as provided for in *Article V*, if he/she has not served two (2) consecutive elected terms just prior to their appointment.

Miscellaneous

- Should the Executive Board determine that an Executive Board Officer is derelict in the performance of his/her duties, such Executive Board Officer shall be advised of the issue by the other members of the Executive Board, and given an opportunity to correct the problem. If the problem is not considered by the other members of the Executive Board to have been corrected within sixty (60) days, the other members of the Executive Board shall vote whether to dismiss such Officer from the Executive Board. The Association Liaison Officer shall count the ballots, and if a majority of the other Executive Board Officers are in favor of dismissal, such Officer shall be dismissed from the Executive Board.

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