

CHAPTER 13 - ADMINISTRATIVE SERVICES

13.1 Selection of the Administrator

When the Office of the Administrator is to become vacant, a "Selection Committee" shall be formed consisting of:

- a) the National President;
- b) the Immediate Past President;
- c) one (1) other individual to be chosen by the National President;

who shall make a recommendation to the National Board for the appointment of the Administrator.

13.2 Appointment

A permanent Administrator shall be appointed by the National President, subject to the approval of the National Board.

13.3 Publisher

All official publications of the Corporation, including manuals, brochures, directories and all other printed or mechanically reproduced materials shall be published by the Administrator, or if produced elsewhere, under specific authorization by the Administrator.

13.4 Duties

The Administrator shall be responsible to the National President and shall be responsible for the implementation of the By-laws and Policies according to the direction of the National President.

1. National Headquarters

The Administrator shall be responsible for the operation, maintenance, and management of the National Headquarters.

2. Records

The Administrator shall maintain records of membership, dues and any other records as directed by the National Board and shall be responsible for the collection of dues receivable from Local Chapters and individual members.

3. Finances

The Administrator shall have the authorization to receive and disburse funds necessary for the fulfillment of his duties and shall maintain records of any and all such transactions. The Administrator shall obtain prior authorization from the National President for any expenditures or commitments to expenditures in excess of those established by the Board of Governors.

The Administrator shall be responsible for the financial affairs of the Corporation and shall keep the National Board informed of the state of the finances of the Corporation. The Administrator shall prepare the budget in conjunction with the National Board. The draft budget for the upcoming fiscal year, together with the projected membership fees per member, shall be circulated to the member Local Chapters at least thirty (30) days in advance of the National Convention. The final budget of the Corporation shall be subject to the approval of the General Assembly. The Administrator shall not allow any decrease to be made to the bottom line in the budget approved by the General Assembly. The Administrator shall cause to be prepared and presented an interim unaudited statement of income and expense and a balance sheet from the first day of January to the end of the month preceding the month of the meeting of the General Assembly and the National Board.