

President

The President shall have general supervision of the affairs of the organization; shall preside at all meetings of the organization and the Board of Directors and shall perform all other duties required by law and the organization. The President shall have the power to act in any emergency over which there is no constitutional guidance: to appoint from the organization such committees as the Board of Directors shall approve; to call regular meetings of the Board of Directors and such special meetings deemed necessary. The President shall have such other duties as commonly pertain to the office.

Vice President

In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall also function as Chairman of the Reunion Committee and any Fund-Raising Drive undertaken by the Association and serve as ex-officio member of all committees.

Secretary

It shall be the duty of the Secretary to keep a complete and accurate record of every regular or special meeting and post them on the ACAA website; to inspect and record the results of all balloting; to write all communication required by the organization; to file and preserve all communications received by the organization.

Treasurer

The Treasurer shall be the custodian of all monies, papers and securities of the Association and shall collect and keep all monies of the Association and disburse them only under the direction of the Board of Directors. The Treasurer shall make and give a detailed report on all receipts and expenditures to the Board of Directors when requested. The Treasurer shall deposit all funds of the Association to its credit in its corporate name with such banking institutions as the Board of Directors shall approve, to be paid on vouchers issued by the Board of Directors. The Treasurer shall submit annually the financial records for audit to the Audit Committee, which will be appointed by the Board of Directors.

Officer Ex-Officio

The immediate Past President shall be the Officer Ex-Officio.

Directors

The Directors shall be responsible for the management, control, and development of all activities of the Association such as membership, alumni outreach, website, nominations/voting, etc. Directors are encouraged to lead at least one association initiative and actively support other Board activities.