

## ARTICLE XI

### NOMINATIONS AND ELECTIONS

#### Section 1: Regular Elections

Either electronically or in person at the Annual Regular Meeting, at least one candidate for President, Vice President, Treasurer, and Secretary shall be nominated and elected annually by a vote of the Full Members and Associate Members. All Officers of the Association shall assume their office at the close of the regular meeting following election.

#### Section 2: Special Elections

There will be no Special Elections. If a vacancy occurs in any office, an Election shall be held at the next Regular Scheduled Meeting, electronically or in person. In any interim period, the President may appoint a Full Member of the Association to fulfil the role of the vacant office until the next regular meeting.

#### Section 3: Voting

Full Members and Associate Members may participate in the election procedures as adopted by the Officers of the Association for casting any vote for an Officer. A 'super' (two thirds) majority of all votes cast shall constitute sufficient votes for a Full Member to become an Officer.

#### Section 4: Election Results

The President of the Association shall announce the results of the election electronically and at the applicable Annual Regular Meeting of the Association. Any officer appointed mid-term by the President shall assume office immediately to complete the unexpired term of office.

## ARTICLE V EXECUTIVE OFFICERS

#### Section 1: Terms of Office

The Executive Officers of the Association shall be Full Members of the Association and consist of the President, the Vice President, the Treasurer, and the Secretary of the Association who shall be elected for a one-year term by the Full Members and Associate Members of the Association electronically or at the Annual Regular Meeting. All the Officers shall take their office following their election at the end of the regular meeting of the Association.

#### Section 2: Duties of President

The President shall preside at all meetings of the Association and of the Officers of the Association; be an ex-officio member of all Committees and make all the appointments of the Chair of all Committees of the Association. The President shall also be responsible for

maintaining liaison with the LinCT Board of Governors and any other persons or organizations as appropriate.

### Section 3: Duties of Other Officers

The Vice President shall:

- (a) In the absence of the President or vacancy in the Presidency of the Association, perform all duties of the President; and By-Laws of the Leadership in Counter Terrorism Alumni Association – 1 March 2021 v1.0 5
- (b) Serve as Chair at the Regular Meeting or Special meetings in absence of the President; and
- (c) Perform such other duties as the President may designate or as designated by the Officers of the Association or under these Bylaws; and
- (d) If the Office of the President becomes vacant for any other reason, shall serve out the remaining term as President of the Association.
- (e) See that all meetings of the Association are conducted in accordance with the Bylaws of the Association and in accord with accepted parliamentary procedures and Roberts Rules of Order.

The Treasurer shall:

- (a) Collect all monies of the Association.
- (b) Deposit or cause to be deposited same in any federally insured bank or financial institution accounts as approved by the Officers of the Association and to conduct its business through checking or savings accounts and to purchase Certificates of Deposits or other time instruments or certificates not to exceed \$100,000 (US) in any such bank or financial institution.
- (c) Keep an account and budget of all funds and shall cause the disbursement on order of the Officers of the Association. Such order will be assumed in the case of a disbursement of less than \$500.00 (US).
- (d) Submit financial reports/returns at each Meeting and an Annual financial report at one Regular Meeting of the Association as prepared by a certified public accountant retained by the Association for this tax and financial purpose.
- (e) Submit records for audit annually, if required, by the certified public accountant of the Association.
- (f) Submit any and all federal, state and local income tax returns or annual personal property or other required returns or reports as required on behalf of the Association.

The Secretary shall:

- (a) Keep a record of the proceedings of all Regular and Special meetings of the Association and the Officers of the Association.
- (b) Assist the President in preparation of the agenda for any of the Meetings of the Association and maintain a record of any and all Meetings to be held as part of the permanent records of the Association.
- (c) Furnish to any member, upon written request, a copy of the minutes.
- (d) Prepare and respond to correspondence on behalf of the Association as directed by the Officers of the Association.