

Section 6: Vice-Chairperson

In the absence of the Board Chairperson, or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all of the powers of and be subject to all of the restrictions placed upon the Chairperson. The Vice-Chairperson shall perform such other duties from time to time as may be assigned to him or her by the Chairperson or by the Board of Directors.

Section 7: Treasurer/ Jointly Held between Board & General Membership Treasurer

The office of Treasurer shall be accountable for all funds and securities of PPOC. Though the daily financial activities of PPOC may be delegated to a member treasurer, the office of Treasurer shall audit financial books and transactions to ensure compliance. The Office of Treasurer shall have charge of any funds and securities of PPOC in excess of the approved annual budget. He or she shall in general perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with surety or sureties as the Board of Directors shall determine.

Section 8: Secretary (ex officio)

The Board Secretary shall serve the Board but will not be a voting member of the Board. The Secretary shall (a) keep records of corporate action, including the minutes of the meetings of the Board of Directors; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) maintain custody of the corporate records; (d) and in general perform all duties as from time to time may be assigned to him or her by the Chairperson or by the Board of Directors.

Section 9: Resignations

Any officer may resign at any time by giving signed, written notice (original, fax or email) of his or her resignation to the Board of Directors, to the Chairperson, to the Secretary, or to the Executive Director of organization. Any such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.