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Section 3. Duties of the President: The President shall preside at all meetings of the Board of Directors, general membership meetings, and perform all duties incidental to his office. He shall be the official spokesman of the Chamber and shall represent the Chamber at such public functions as he deems proper.

Section 4. Duties of the Vice-President: The First, Second, Third or Fourth Vice-President, in the order named, shall act in the absence or, disability of the President.

Section 5. Duties of the Secretary: The secretary shall be responsible for the keeping of the records and minutes of the Board and the Chamber, and shall be responsible for causing the publication of all notices, meetings and resolutions. He shall handle all correspondence as designated by the President or Board of Directors.

Section 6. Duties of the Treasurer: The Treasurer shall be the custodian of all funds of the Chamber and, pursuant to the direction of the Board of Directors, shall deposit and disburse same with the exception of the provision set forth in Article 9 Section 1. He shall not pay out any of the funds of the Chamber unless such expenditures have received prior approval of the Board of Directors, of which he shall be a member, and shall have been authorized by the Board of Directors either in an approved budget or by such authorization as this Constitution or the Board of Directors shall specify. He shall be responsible for maintaining all financial records of the Chamber and he shall render a statement thereof at each regular meeting of the Board of Directors. He shall also be responsible for reporting to the Chamber annually or more often if it is required. He shall be chairman of the Budget and Finance Committee of the Chamber.

The books, vouchers and financial records of the Chamber, for which the Treasurer is responsible, shall at all times be kept in the office of the Chamber and shall be available for the inspection of the Executive Committee and the Board of Directors.

ARTICLE VIII. COMMITTEES AND DIVISIONS

Section 1. Appointment and Authority: The President shall appoint all committees and the First Vice-President shall be ex officio chairman of all of the committees. Each member of every committee shall serve at the pleasure of the President.

It shall be the function of such committees to make investigations, conduct studies and hearings, make recommendations to the Board of Directors and to carry on such activities as may be delegated to them by the Board.

Section 2. Limitation of Authority: No committee shall take or make public any formal action, or make public any resolution, or any way commit the Chamber on any question of policy without