

Duties of the National Officers

It shall be the duty of the **President** to preside over all meetings, enforce a rigid observance of the Constitution and By-laws of the organization, inspect the result of balloting when deemed necessary, and sign official documents of the organization. The president shall oversee the planning of national convention along with the host school. The president shall serve as chair for the National Convention held during his/her time in office. The president shall be available to train the new officer team in parliamentary procedure and other activities to ensure a smooth transition.

It shall be the duty of the **Vice-President** to assume the duties of the President in the absence of that official, the work with newly organized collegiate clubs seeking membership and to assist in the promotion of the best interests of the organization as the President may direct. The Vice President shall serve as director of marketing and sponsorship.

It shall be the duty of the **Secretary** to keep the minutes of all meetings, notify all members of their appointments to committees, as well as to collect, compile, edit, record, and publish information of interest to the American Collegiate Horsemen's Association to the national communications officer.

It shall be the duty of the **Treasurer** to keep an accurate account of the finances of the organization, and make an annual report thereof.

It shall be the duty of the **Communications Officer** to conduct the correspondence of the organization, distribute information concerning or of interest to American Collegiate Horsemen's Association members, and make an annual report of the work of the organization to the members.

It shall be the duty of the **National Representative** to attend all national officer meetings, assist national officers on marketing ventures, and to serve in the capacity of other national office should the need arise. In the event that a National Officer, other than the President, is unable to fulfill their duties, the representative will fill that position.

It shall be the duty of all national officers to be in good standing by the discretion of the executive committee of the local chapter.

Oath of Office

Upon the entrance into the duties of an office, each officer shall be required to take the following oath, administering by the installing officer:

“I do solemnly swear that I will faithfully perform the duties of (naming the office) and do all that I can to support the Constitution and By-laws of the American Collegiate Horsemen's Association”.