

Preliminary Draft By-Laws, The Women's Committee of the Maritime Museum Association

IV. Officers

- A. The officers shall be the Chairman, Vice-Chairman, Secretary and Treasurer.
- B. Election:
 - 1. The candidates are to be chosen by the Nominating Committee and elected annually by the active membership of the Women's Committee.
 - a. Nominating Committee shall consist of one member from the Board of Directors (that Board consisting of the officers and chairmen of standing committees); one member from the membership at large, and the Membership Chairman.

C. Duties:

- 1. The Chairman shall preside at all meetings of the Committee, shall appoint the standing committees, and shall call Board meetings as necessary.
- 2. The Vice-Chairman shall assist the Chairman and shall perform her duties in her absence.
- 3. The Secretary shall keep a minute book of the proceedings of each meeting and shall handle all correspondence as requested by the Chairman.
- 4. The Treasurer shall collect all dues and receive all monies and shall deposit same in a bank approved by the Board of Directors; pay all bills, sign checks and keep an itemized account of receipts and disbursements; give a report at the meetings to the membership.

V. Board of Directors

- A. The Board of Directors shall consist of the Chairman, Vice Chairman, Secretary, Treasurer and the chairmen of standing committees.

VI. Committees:

- A. Committee Chairmen shall be appointed by the Chairman.
- B. Standing Committees shall be:

- 1. Membership
- 2. Public Relations (Hostessing)
- 3. Ways and Means (Program)
- 4. Publicity
- 5. Telephone

