

### **Secretary**

Sec. 3. The Secretary shall keep the minutes of the meeting of the Association and of the Board of Directors, and shall preserve all books, records and papers pertaining thereto, and shall attend to such other duties as the Board of Directors may from time to time direct.

### **Treasurer**

Sec. 4. The Treasurer shall keep a record of all receipts and expenditures, countersign and pay all authorized orders drawn on him, and attend to all duties reasonably incidental to the office, or such as may be vested in him from time to time by the Board of Directors or by amendments to the Constitution and By-Laws.

### **Secretary-Treasurer**

Sec. 5. In the event one person is elected both Secretary and Treasurer, he shall execute the duties of both offices as outlined in Sections three and four of this Article.

## **ARTICLE IV.**

### **Deposit of Funds**

Section 1. All funds belonging to this Association shall be kept in a bank in the name of The Old Spanish Trail Association to the order of the President and the Treasurer.

### **Appropriations and Expenditures**

Sec. 2. All appropriations and expenditures of money shall be according to regulations formulated by the Board of Directors.

### **Annual Budget**

Sec. 3. An Annual Budget shall be adopted by the Board of Directors and each county shall be notified of its equitable proportion of this expense.

## **ARTICLE V.**

### **Meetings**

Section 1. Meetings of this Association shall be held annually in November of each year.

### **Special Meetings**

Sec. 2. Special Meetings may be called by the Board of Directors or upon the call of any four directors, and at all special meetings notice shall be given to the members of the business to be transacted.