

## VICE PRESIDENT

1. Organization
  - a. Election procedures
    1. Election of the Vice President occurs in odd numbered years.
    2. Election is by mail or electronic ballot prior to the Annual Meeting.
    3. Length of office is two years and is limited to two consecutive terms.
  - b. Responsible: The Vice President is directly responsible to the President and the Executive Committee.
  - c. Vacancy
    1. If unable to complete his/her elected term, the Vice President shall submit written resignation to the President.
    2. Dismissal must be by action of the Executive Committee.
    3. In the event of a vacancy, the Executive Committee shall appoint a member to serve the unexpired portion of the term.
2. Operations
  - a. Meetings
    1. The Vice President shall attend all business and annual meetings of the Chapter.
  - b. Duties and Responsibilities
    1. Serve on the Executive Committee.
    2. Assume the duties of President if he/she is absent or incapacitated.
    3. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term
    4. Review the policy and procedure manual and revise as necessary.
    5. Submit all strategic planning programs to the President by deadlines specified in the Chapter calendar

6. Orient the incoming Vice President between the close of the Annual Meeting and January 1 of the following year in which the election is declared

3. Reimbursement

Expenses incurred for Chapter business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to the Executive Officer, who then forwards it to the Treasurer.

4. Orientation

- a. Orientation of the newly elected Vice President shall take place following the close of the Annual Meeting at which the election is declared and January 1 of the following year, and will be conducted by the outgoing Vice President.
- b. Each newly elected Vice President shall receive from the outgoing Vice President, a copy of the policy and procedure manual, the current budget, and other such materials as deemed necessary for the assumption of office.