

# *Chapter Officers- Terms & Responsibilities*

## **Policy 4006**

### **Policy 4006: Officers-Terms and Responsibilities**

- I. ASIS chapter officers will be Chair, Vice Chair, Secretary and Treasurer. Each officer will be elected at the chapter annual business meeting.
  - A. The Chapter Chair will have the general charge and supervision of the activities of the chapter.
  - B. The Vice Chair may be delegated by the Chair to perform duties in the event of his/her temporary disability or absence from meetings, and the assist the Chair in such other ways as he/she may designate or request.
  - C. The Secretary will be responsible for documenting the votes and minutes of all proceedings. The Secretary will distribute notices of all chapter meetings.
  - D. The Treasurer will oversee the financial affairs of the chapter. In the absence of the Treasurer from any meeting of the chapter, the duties of that office will be performed by the Chair or his/her designee.
  - E. In consultation with the SRVP and RVP, the officers will create a succession plan to ensure chapter success.
- II. Officers will serve from 1 January following their election until 31 December, or until their successors have been installed, if this occurs after 31 December.
- III. All officers are eligible to serve a 3-year term with the ability to serve an additional 3-year term. An officer may not serve more than 6 years consecutively.
- IV. A chapter may determine a “term” may be less than three years, but all other policies apply.
- V. No officer shall serve for more than two consecutive 3-year full terms. Having served as an officer for the maximum of two consecutive 3-year full terms, a member may not serve as an officer again for at least one year.
- VI. In the event an officer, for the good of the chapter or to continue operations must serve terms in excess of the two consecutive full terms aforementioned, the SRVP may petition for an exemption with the President/Elect for approval by the President.
- VII. Any chapter officer may be removed from office for cause by the joint agreement of the SRVP and RVP, the ASIS Global Board Executive Committee or by the ASIS Global Board of Directors.
- VIII. If a vacancy occurs in the office of Chair, it will be filled by the Vice Chair. If a vacancy occurs in any other office, the expired term shall be filled by appointment by the Chapter Chair. If multiple vacancies occur, the remaining

chapter officers will meet with the RVP to determine how to fill the vacancies for the current year.

- IX. Chapter officers will report to and take direction from the SRVP and/or directly from the RVP, both of which are appointed by the President for the designated regional area in which the chapter is geographically located.

#### References

Policies and Procedures 3000, 4000, 4005 and 4011

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