## Appendix: HACASA Officer Duties

ARTICLE VI - OFFICERS The officers of the organization shall be a Past President, President, PresidentElect, Secretary, Treasurer, and Chapter Representative to the ASA Council of Chapters. The officers, with the exception of the President, Past President, and Chapter Representative shall by duly elected by a majority vote of the Regular Members casting ballots. The Chapter Representative shall be appointed by the Executive 2 Committee. The Executive Committee may appoint a member to fill any vacancy which occurs between elections in any office other than Past President. The President, Secretary, Treasurer, and Chapter Representative shall be full members of the ASA

ARTICLE VII - TERMS OF OFFICE A person elected as President-Elect shall serve in succession a year each as President-Elect, President, and Past President. The Secretary and Treasurer will serve two-year terms with the Secretary elected in one year and the Treasurer in the next year. The Chapter Representative shall serve a term with dates determined by the ASA Council of Chapters rotation pattern. Officers terms shall begin on the first day of the month following that of their election. The Nominating Committee shall annually select candidates for the President-Elect and whichever other position, Secretary or Treasurer, is scheduled for election that year. The Secretary and Treasurer are eligible for renomination to the same position without limit. The Past President shall not be eligible for immediate renomination as President-Elect.

ARTICLE VIII - ELECTIONS AND BALLOTS The Secretary shall mail a notice and ballot to all Regular and Associate members on the Chapter rolls at least fourteen (14) days prior to any meeting at which an election, or vote on changes in the Constitution is to be held. Any other Chapter matters may be voted on by the voting members attending any regularly called meeting of which notice was mailed at least fourteen days earlier.

