

Indiana Division Officers

Qualifications and Descriptions as stated in the Indiana Division Bylaws and Standing Rules

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional member for at least two (2) years prior to the time of nomination and shall have served as a Chapter Officer or chairman of an International or Division committee.
- B. No officer shall hold more than one (1) Division office at a time. No more than one (1) officer shall be elected from the same Regular or Corporate Chapter or from the Division Membership at Large, except if any office is vacant one month prior to the date of the Indiana Division Annual Meeting, nominations may be accepted from the floor for a maximum of two (2) officers from the same Chapter or Division Membership at Large.
- C. No officer shall hold office in a Regular Chapter while serving as a Division Officer.
- D. A candidate for the office of President shall have served as an Officer of this Division for at least one (1) full year prior to the time of election.

Position Descriptions:

A. The President shall:

1. Perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by IAAP.
2. Subject to the approval of the Board of Directors, appoint all Standing and Special committees, unless otherwise specified.
3. Be a member ex officio of all committees except the Committee on Nominations.
4. Call meetings of the Board of Directors whenever such meetings are necessary and shall call a meeting upon written request of a majority of the Board of Directors.
5. Be bonded with premiums paid from Division funds.
6. Be authorized to countersign all checks with Division Treasurer.
7. If serving a second term, coordinate Leadership Conference (LC).
8. Keep the International Director of the District fully informed on all matters concerning the Division.

B. The Vice President shall:

1. In the absence of the President, serve as presiding officer at all Division meetings or at meetings of the Board of Directors.
2. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
3. Be Division Coordinator for Annual Meeting and Leadership Conference, serving in this capacity as liaison between the Board of Directors and the Host Chapter and/or Committee.
4. Perform such other duties as may be assigned by the Board of Directors.

C. The Secretary shall:

1. Be responsible for the minutes of all Division and Board of Directors' meetings and for interim reports based on Board of Directors' decisions voted by mail.
2. After approval of the Annual Meeting Minutes by the Board of Directors, the first quarter issue of the Indiana Division *Board Letter* shall include notice that the Annual Meeting Minutes are available in the Members Only section of the Indiana Division website.
3. Conduct the general correspondence of the Division under the supervision of the President or the Board of Directors.
4. Give written notice of the Annual and Special Meeting as required in Article VI.
5. Develop and distribute the *Board Letter* and other Division releases to the distribution list.
6. Distribute Annual Meeting credential forms to Chapter Presidents 60 days prior to the annual meeting.
7. Perform such other duties as may be assigned by the Board of Directors.

D. The Treasurer shall:

1. Be responsible for all funds of the Division and for the records of its financial affairs. All disbursements shall be made by check or debit card.
2. Be authorized to countersign all checks with the Division President.
3. Keep a complete and accurate record of Chapter membership and Division Members at Large within the Division.
4. Publish a financial report and balance sheet for the Division on a quarterly basis beginning at the end of the first quarter of the fiscal year at the same time the annual budget is available. The Indiana Division *Board Letter* shall include notice that these reports are available on the Members Only section of the Indiana Division website.
5. Be bonded with premiums paid from Division funds.
6. Perform such other duties as may be assigned by the Board of Directors.
7. Fiscal Year: The fiscal year shall be July 1 through June 30.