

COUNCIL POLICIES

CACC

2001 Policy Manual

Policy Number: 2001.5

Subject: CACC Officers' duties

Purpose: To define the duties of CACC officers

Policy:

I. President:

1. The President presides at all meetings of CACC.
2. Is responsible for the administration of CACC, and communicates with National APIC on behalf of the council.
3. Is ad hoc member of all committees.
4. Delegates committee activities and appoints members to committees as necessary, with CACC representative approval.
5. Communicates directly with the president-elect on all issues.
6. Provides the secretary with the meeting agendas at least 30 days before the meeting.
7. The president may vote only to break a tie vote.
8. Will appoint the Treasurer for approval by the voting CACC representatives.

II. President-elect:

1. The President-elect is the chair person for the Bylaws Committee
2. Is the chair person over the Policy Committee
3. Will preside at meetings of CACC in the absence of the President.
4. Prepares to assume the office of President.
5. If the office of President becomes vacant, will fill the office as President-designee, and subsequently fill the office of President at the beginning of the regular term.
6. Keeps or delegates keeping of the archives.

III. Secretary:

1. The secretary provides the accurate recording, transcribing and distributing of CACC minutes.
2. Distribute minutes to CACC representatives via fax, mail or email, 60 days after each meeting.
3. Provides an up-to-date member roster to all members.
4. The Secretary will maintain all Council minutes, for an indefinite period of time, the Teller's report for (3) years, and all official CACC correspondence.

IV. Treasurer:

1. The treasurer will be bonded as defined by National APIC and is responsible for the management of the financial affairs of CACC.
2. Provides a quarterly financial report for CACC meetings.
3. Oversees the financial affairs of CACC .
4. Provides financial reports, for audit, as necessary with legal counsel and/or accountant provided by APIC.

Approval Date:
Reviewed & Revised:

COUNCIL POLICIES

CACC

2001 Policy Manual

Policy Number: 2001.5

5. Prepares and presents the annual budget to the CACC representatives by the third quarterly meeting of the year.
6. Is a member or consultant to any committee having to do with CACC monies.
7. Keeps CACC financial records indefinitely.
8. The treasurer is the chair of the budget and finance committee.

V. Nominating Committee

1. Nominating Committee shall consist of a maximum of three (3) CACC representatives and are appointed by the President at the second quarterly meeting each year. The term is limited to one year.
2. The representatives must be from three (3) different representative chapters.
3. Nominating Committee members are not eligible to stand for election until completion of their term of office.
4. The committee solicits nominations for offices from all current or past CACC members.
5. A proposed ballot of candidates for CACC offices is presented for approval by the members at the third quarterly meeting.

VI. Tellers:

1. Tellers are appointed by the President annually from the CACC membership, and must be approved by the voting members.
2. Only the appointed Tellers are to count the ballots.
3. A written analysis of ballots cast and the number cast for each candidate will be submitted to the President. (The President will notify the candidates of the results)
4. A teller is not eligible to run for any office while serving as a teller.

VII. Bylaws Committee:

1. The President-elect is the chair of the Bylaws Committee.
2. Committee members are selected from the current or past CACC representatives.
3. Bylaws are reviewed and/or amended at least yearly.
4. All recommendations for amendments are presented at the third quarterly meeting of CACC and will be voted on at the fourth quarterly meeting.
5. The proposed amendments must be distributed to the current CACC representatives at least thirty (30) days prior to being voted upon.. They may be posted on the CACC website.

Revised 8-1-2003

Approved 11-14-2003