

	MEMBER AND VOLUNTEER HANDBOOK	INDEX NO. 3019	APPROVAL LEVEL EB
	SUBJECT Chapter Vice President's Responsibilities	EFFECTIVE 7/03	SUPERSEDES
		SPECIAL DISTRIBUTION Chapter Vice President	

POLICY

The Chapter Vice President assists the President and serves as presiding officer in the absence of the President at any duly called meeting.

Upon a vacancy occurring in the office of President, or upon the President's inability or refusal to preside, the Vice President performs all the duties of the President. When so acting, the Vice President exercises the authority and is subject to the same limitations as apply to the President.

PROCEDURE

Responsibilities

The Chapter Vice President assists the President in his or her duties. If a vacancy occurs in the office of the President, the Vice President shall perform in accordance with Policy and Procedure #3018, Chapter President's Responsibilities.