

VVA Chapter 1069, El Campo, Texas
Officer and Director Duties as described in the Chapter's By-Laws
March 2021

ARTICLE V - OFFICERS (from VVA Chapter 1069 By-Laws)

Section 3: DUTIES OF ELECTED OFFICERS

President:

The President shall be the chief executive officer of the Chapter and shall supervise all business affairs of the Chapter, and shall see that all orders and resolutions of the Board are carried into effect. The President shall preside at all meetings, and shall appoint all chairpersons of committees, including the chairperson of the nominating committee. The president shall also abide by all duties outlined in the VVA constitution.

Vice-President:

In the absence of the Chapter president, or in the event of his inability or refusal to act, the vice-president shall perform the duties of the president. The vice-president shall perform such other duties as the Board may designate. In the event of the death, removal, or resignation of the president, the vice-president shall assume the position of the president for the remainder of his term. The vice-president shall also abide by all duties outlined in the VVA constitution.

Secretary/Treasurer: The secretary/treasurer shall:

- Be responsible for all new membership application processing, and for the safe-keeping of all DD Forms 214 or other forms of proof of military service tendered to him by any member
- Record all proceedings of all meetings.
- Maintain all correspondence of the Chapter.
- Notify the membership of any change in meeting date or location.
- Maintain all funds of the chapter and keep full and accurate accounts of those funds.
- Complete and submit all financial reports in compliance with local, state, and federal regulations.
- Receive and record all revenues and disburse funds as required.
- Submit election results to State Council and VVA membership department.

The secretary/treasurer shall also abide by all duties outlined in the VVA constitution.

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Directors:

Directors shall assist with the administrative affairs of the Chapter and provide input and guidance in Chapter related matters. See Article VI below for more BOD officer duties details.

ARTICLE VI - BOARD OF DIRECTORS (from VVA Chapter 1069 By Laws)**Section 1:**

The Board of Directors shall consist of the elected officers and directors. Once elected, these members shall be delegates to the Texas State Council (TSC). The President shall serve as one of the delegates to the State Council, however, the President has the option of delegating another board member to serve in his place.

Note by Bob: Since our chapter inception, our policy has been to ask for volunteers to attend a TSC meeting as a delegate. No one is forced to be a delegate to attend a TSC meeting. TSC meetings are scheduled twice a year, and it is still up to the discretion of the chapter officers if we will actually attend any particular TSC meeting.

Section 2:

Four (4) board members present shall constitute a quorum of the Board of Directors.

Section 3:

In the event any Board member is absent from two (2) consecutive regular meetings of the Chapter, they shall be subject for replacement at the discretion of the other Board members.

Section 4:

Any vacancy occurring in the Board, or in the position of State Council delegate for any reason, shall be filled for the remaining term thereof, by a majority vote of the full number of the remaining Directors.

ARTICLE IV - MEETINGS (from VVA Chapter 1069 By Laws)**Section 2:**

The annual meeting of the Chapter shall be held on the regular meeting day in April. Elections shall be held at the annual meeting every other year, beginning in 2013. The following elections, appointments, and other transactions of business as needed shall take place.

- Election of officers (president, vice-president, secretary/treasurer)
- Election of four (4) directors
- Appointment of the chaplain and sergeant at arms
- Committee appointments as necessary
- Election of two (2) State Council delegates (refer to ARTICLE VI)

The Chapter shall submit the election results and a report of committee chairpersons to both the Texas State Council and VVA Membership Department no later than sixty (60) days after the election.

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