

## **Revision for adding a Compliance Officer or Compliance Secretary:**

### **ARTICLE IV**

#### **Officers**

##### **Section 1: Responsibilities**

All officers of the WVSRT shall be voting members and are president, vice president, president-elect, executive secretary, and membership secretary/treasurer.

##### **A. President**

1. shall perform duties consistent with the office;
2. shall be an ex-officio member of all committees except nomination;
3. in the absence or inability of the chairman to serve the president shall preside at the meeting of the Board of Directors.

##### **B. Vice president**

1. shall perform duties consistent with the office;
2. shall assume duties of the president when necessary;
3. shall be ex-officio member of all committees except nomination.

##### **C. President-elect**

1. shall perform duties consistent with the office;
2. shall become familiar with the ASRT, WVSRT operations, activities and Bylaws;
3. shall serve on the budget committee.

##### **D. Executive secretary**

1. shall perform duties consistent with the office;
2. record, keep accurate and permanent minutes of WVSRT business and Board of Director meetings;
3. shall conduct correspondence and perform all duties that usually and customarily pertain to the office;
4. shall provide Board of Directors members with meeting minutes in a timely manner, preferably within thirty days following the meeting concerned;
5. shall provide business meeting minutes from the previous year, to the membership, during the annual conferences;

##### **E. Compliance Officer**

1. Shall perform duties consistent with the office;
2. Shall meet all ASRT compliance requirements by their compliance deadlines;
3. Shall complete the Election Report for the ASRT;
4. Coordinate ASRT HOD delegate application process.

##### **F. Membership secretary/treasurer**

1. shall perform all duties consistent with the office;
2. shall keep an accurate and permanent record of the membership;

3. shall conduct correspondence and perform all duties that usually and customarily pertain to the office;
4. shall receive and keep funds of the WVSRT and disperse upon the order of the Board of Directors;
5. shall provide an audited financial statement during the WVSRT annual conference, to be incorporated into the business meeting minutes. Also provide financial reports at each Board of Directors meetings;
6. shall serve on the budget committee;
7. shall maintain name, address and phone number information regarding the WVSRT Past President Pin manufacturer, and general property list.

## **Section 2: Terms**

- A. The president-elect shall serve for a term of one (1) year as president-elect, one (1) year as president and one (1) year as immediate past president-Board Chair.
- B. The vice president shall serve for one (1) year or until his/her successor has been elected.
- C. Executive secretary and membership secretary/treasurer serve for two (2) years or until position is vacated.
- D. Vice president may serve no more than two consecutive terms.
- E. The term begins at the post-conference Board of Directors meeting, at the Annual Conference.

## **Section 3: Eligibility**

An officer who meets eligibility requirements at the time of assuming the office shall be permitted to complete the term, even though employment status changes.

## **Section 4: Qualifications**

- An officer shall be a voting member of the ASRT and the WVSRT
- Shall have served on the board in some capacity prior to nomination.

## **Section 5: Vacancies**

- A. A vacancy in the office of president shall be filled by the vice president.
- B. A vacancy in the office of president-elect shall be filled by a special election.
- C. A vacancy in the office of executive secretary or membership secretary/treasurer shall be filled by appointment by the Board of Directors.
- D. In the event of a concurrent vacancy of the Board Chair, President, and/or Vice President, the offices will be filled by appointment of a majority vote of the Board of Directors.

## **Section 6: Censure, Reprimand and Removal**

Any officer may be censured, reprimanded or removed from the office for dereliction of duty or conduct detrimental to the WVSRT. Such action may be initiated when the Board of Directors receives formal and specific charges against an officer.

- A. If the Board of Directors deems the charges to be sufficient; the person charged shall be advised in writing of the charges.
- B. A statement of the charges shall be sent by certified or registered mail to the last recorded address of the officer at least twenty (20) days before final action is taken.
- C. The statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered.
- D. The officer shall have the opportunity to appear in person and be represented by counsel to present any defense to such charges before action is taken.
- E. Censure, reprimand or removal shall be by two-thirds ( $2/3$ ) vote of the remaining membership of the Board of Directors.