

## **Sacramento Chapter Elected Positions**

**President:** The President shall preside over all meetings of the membership and shall enforce observance of the Sacramento Chapter bylaws. He shall recommend any activities, which will be undertaken by the Chapter during his term of office

**Executive Vice President:** The Executive Vice-President shall function in the absence of the President, or upon the President's inability to act, and shall perform such duties as may be specifically assigned to him. A prerequisite for holding this office is a clear understanding and commitment that the Executive Vice President will serve the Chapter as its President when the current President leaves office.

**Vice President Programs:** A Vice-President for Chapter Programs shall oversee all of the various chapter programs. They shall include but are not limited to the: ROTC/JROTC Program, Eagle Scout Program, Knight Essay Contest, Law Enforcement Program, Flag Certificate Program, Americanism Poster and Brochure Program, and Valley Forge Program. If there is no Vice President for Chapter Programs, the Chapter President will chair the Youth Programs Committee and oversee and coordinate with the various Youth Program Committee chairmen assigned to those programs.

**Vice President Meetings:** A Vice-President for Meetings shall be responsible for arranging the meeting place, meeting programs, and obtaining guest speakers. If there is no Vice President for Meetings, the Executive Vice-President shall coordinate with the Meeting Program Committee to fulfill those duties.

**Secretary:** The Secretary shall keep and maintain a complete record of the proceedings of the Executive Committee and of the Chapter meetings. He shall prepare such papers, records, instruments and reports as may be required for the Chapter, State or National Societies, and such other duties that may be prescribed by the Chapter or Executive Committee

**Treasurer:** The Treasurer shall receive all dues, and safely keep all funds of the Chapter, and shall deposit all funds in such bank or banks, which may be selected by the Executive Committee. He shall keep accurate records of all financial transactions by the Chapter, and he will file annually required documents with the IRS, California State Franchise Tax Board, and California Department of Justice. He may be bonded at the discretion of the Executive Committee.

**Registrar:** The Registrar shall review and approve the preparation and submittal to the California Society, SAR of applications by candidates for membership in SAR.