

# Procedures and Operating Policies

## I. DUTIES OF OFFICERS

### A. *President*

1. Convene the Annual Meetings and such other meetings of the membership as may be called by majority at the Annual Meeting and preside over all business meetings of the Council.
2. Convene meetings of the Executive Committee as necessary and preside over them.
3. Develop agenda for the Annual Business Meeting and meetings of the Executive Committee, subject to the approval of these groups as the first order of business.
4. With the advice and consent of the Executive Committee appoint members of committees.
5. Establish such ad hoc and continuing study committees as deemed appropriate, subject to the concurrence of the Executive Committee.

### B. *Secretary*

1. Record the minutes of all Executive Committee and business meetings of the Council.
2. Handle all appropriate correspondence of the Council.

### C. *Treasurer*

Serve as fiscal agent for the Council, including responsibility for billing all members for annual dues and disbursing funds upon appropriate receipts for all obligations of the Council.

## II. EXECUTIVE COMMITTEE

The Executive Committee shall serve as the planning committee for the annual meetings. The Executive Committee shall also review applications for membership in CADREI and recommend to the general membership for ratification those institutions that meet the eligibility criteria. Finally, the Executive Committee shall propose actions for consideration by the membership of the Council and act in behalf of the membership on such matters as must be attended to between meetings of the Council.

## III. ELECTIONS

- A. *The president shall appoint, immediately following the Annual Fall Meeting, a nominating committee, whose responsibility is to nominate two (2) candidates for each vacancy to be voted upon.*
- B. *The nominating committee shall solicit nominations electronically from the membership to construct a slate of candidates, obtaining assurance of the nominees that they will serve if elected.*

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*C. Officers will be elected by a majority vote conducted by electronic ballot.*

## IV. SUCCESSION IN OFFICE

*A. In the event the President is unable to complete a term of office, the President-Elect or Past-President shall serve the remainder of the year, at the conclusion of which any elections necessary to re-create a full complement of officers will be held.*

*B. The Executive Committee shall appoint a member of the Executive Committee to fill the duties of the President-Elect or Secretary if they are unable to complete their term of office.*

*C. The Executive Committee shall appoint replacements for any vacancies which may occur in the offices of Treasurer or Executive Committee members-at-large. Those appointed will serve until the next election.*

## V. TERMS OF OFFICE

*A. All elected officers commence their terms of office at the termination of the Annual Winter Business Meeting.*

*B. The Treasurer, Secretary and Executive Committee members-at-large will serve three (3) year terms. Terms of Executive Committee members-at-large will be staggered on a schedule determined by the Executive Committee.*

*C. A President-Elect will be elected every other year. The President-Elect will serve one year in that capacity, two years as President, and one year as Past-President.*

## VI. AMENDMENTS

The Constitution may be amended at any Annual Business Meeting of the Council by a majority vote of the members present.

## VII. CONSTITUTION EFFECTIVE DATE

- *The Constitution shall become effective February 16, 1966.*
- *Amendments to Constitution, October 12, 1976.*
- *Amendments to Constitution, February 21, 1977.*
- *Amendments to Constitution, October 15, 1982.*
- *Amendments to Constitution, February 27, 1985.*
- *Amendments to Constitution, November 15, 1988.*
- *Amendments to Constitution, October 22, 1996.*
- *Amendments to Constitution, September 18, 2013.*