

## **G. BOARD ELECTION**

1. Board Elections shall take place at the Voting Meeting. Voting may take place in advance of the Voting Meeting via mail and/or electronically as outlined in the General Operating Code. The pre-meeting voting period shall take place over a three-week period prior to voting. Members who voted in the advance voting period shall not be eligible to vote at the Voting Meeting.

2. Each candidate for a contested position shall be given the opportunity to provide the Office with pertinent information which will be posted on the KRVA website between December 15 and March 1. This information can include a short personal bio as well as a formal statement indicating why they are running for office and what they expect to bring to the Board and the Region should they be elected.

## **H. BOARD QUALIFICATIONS AND DUTIES**

### **1. Qualifications for all Board positions:**

- a. Be a citizen or a legal resident of the United States, and age 21 or older by or before the start of the term of office.
- b. Be a member of the Region in good standing at the time of nomination and election; and throughout term of office.
- c. Be registered as an Adult member of the Region for a minimum of two (2) years immediately preceding the election year. In addition, the Office of Commissioner shall require registration as an Adult member for a minimum of five (5) years immediately preceding the election year.
- d. Attend at least 75% of all scheduled meetings for 75% of the meeting of the Board in each and every term year while in office.
- e. Clear all current KRVA and USAV background screening requirements.
- f. An individual who has been suspended from the Board, and whose suspension, upon completion of due process, has been upheld, shall be ineligible to serve on the Board, either through election or by appointment to a vacant Board position, for a period of seven (7) years from the date of final determination of status of said suspension.
- g. An individual who has, for any reason, resigned from the Board twice within a four (4) year period shall be ineligible to run for or serve on the Board for a period of three (3) years, without approval of two-thirds majority of the entire Board.
- h. An individual who has been previously been the subject of any KRVA Disciplinary Proceedings and/or Sanctions during their membership may be excluded from the ballot for a Board of Directors position by the Nominating Committee, in its sole and absolute discretion, acting as set forth at these By-Laws in Section T., Paragraph 8.
- i. An individual whose professional license has been suspended, or revoked, by the applicable governing body for professional licensure shall be ineligible for the Board during the period of that license suspension or revocation. In the event of the restoration of the professional license, the individual may still be excluded from the ballot for a Board of Directors position by the

Nominating Committee, in its sole and absolute discretion, acting as set forth at these By-Laws in Section T., Paragraph 8.

j. The Board's members shall be elected without regard to race, gender, color, religion or national origin. In addition to any additional duties assigned by the Board, or the Region Operating Codes, each Board member shall have the following specific responsibilities and, if identified, special qualifications.

## **I. ADMINISTRATIVE BOARD**

1. Commissioner. Special qualifications: The nominee must have served on the Board for at least one (1) fully completed elected term of office. The Commissioner shall:

- a. Oversee all day-to-day functions of the Region activities with the assistance of the Board, independently contracted personnel and employees;
- b. Provide direct supervision of all independently contracted personnel and employees;
- c. Set the agenda, and preside at all Regular and Annual Board meetings;
- d. Conduct or direct a yearly Regional Championship Event, and/or a National Championship Qualifying event(s) for all Region Members;
- e. Oversee all endowment funds and grant programs;
- f. Attend all national/zonal meetings for Region Commissioners as outlined in the General Operating Code, or appoint a replacement;
- g. Ensure Due Process as defined in the General Operating Code for all Region disciplinary events;
- h. Prepare and update annually a Board calendar for publication by September 1;
- i. Subject to KRVA and USAV due process procedures and requirements, investigate and sanction, or refuse to sanction, any Board or Region member.

2. Secretary. Special qualifications: The nominee must have basic computer skills (word processing), and have good organizational skills. In addition, must have or acquire a complete working knowledge of the Governing Documents of the Region, and of the version of Roberts Rules of Order currently approved for use by the Region. The Secretary shall:

- a. Serve as Chairperson of the Structure and Functions (S&F) Committee, and, as Chairperson, present motions from the S&F Committee to the Board.
- b. Keep the minutes of the Regular and Annual Board meetings in print and electronic format;
- c. Provide proper custodial care of the Region's meeting minutes;
- d. Retain, and as necessary, use the Corporate seal;

- e. In general, perform all duties incident to the office of Secretary and such other duties as assigned by the Commissioner or the Board;
- f. Notify Board Members of scheduled meeting times and places as called by the Board.
- g. Prepare meeting agendas containing all motions and distribute to all
- h. Board members at least three (3) days prior to each scheduled meeting;
- i. Provide interpretations of the Governing Documents of the Region, as required, during meetings of the Board, and in writing at the written request of any member of the Board;
- j. Maintain proper order and decorum during meetings of the Board;
- k. Along with the Commissioner (or chairperson of the meeting), monitor the recognized order of those who wish to speak during discussions of the Board
- l. Monitor all motions on the floor to insure they are proper when offered, properly seconded (as required), and disposed of in proper order;
- m. Maintain proper order during discussions of all motions to insure discussion remains on point. Keep proper timing of all discussions in situations where required by the governing documents of the Region or when the Board has elected to set time limits for discussion of individual topics;
- n. As Chairperson of the Structure and Function Committee, present motions from the S&F Committee to the Board.

3. Treasurer. Special qualifications: The nominee must have basic computer skills (spreadsheets) and at least a fundamental knowledge of bookkeeping/accounting, banking and budgeting principles. Upon gaining office, gain or possess a basic knowledge of fund accounting and not-for-profit tax regulations. The Treasurer shall:

- a. Ensure proper management all funds and securities of the Region;
- b. Ensure receipt for monies due to the Region from any source;
- c. Ensure deposit of all such moneys in the name of the Region in bank, trust company or other depositories as selected in accordance with provisions of these By-Laws;
- d. Prepare annual Budgets, Projections, and reports of the Region's fiscal activities;
- e. Ensure that an annual audit is performed in accordance with the By-Laws;
- f. Prepare and file (or monitor the preparation and filing of) all financial reports, tax returns and national financial records in a timely fashion. Assess and recommend independent entities for auditing and tax preparation services;

g. Supervise and monitor the financial activities of all Region divisions, independently contracted personnel, and employees;

h. Serve as a member of the Tom & May Ridge Memorial Endowment Committee

**J. POWERS OF THE BOARD - LIMITATIONS**

1. It shall be the Region policy to budget and disburse each year substantially all of its ordinary net income to advance its primary and specific purposes as stated herein. The Board may direct that additional revenues be collected and placed in appropriately targeted funds, including funds for technological innovation, property or equipment acquisition, or other specifically identified programs. All unspecified financial donations or contributions shall be added to the Region endowment. To achieve its purposes the Region may receive and hold money, tangible or intangible property, or real estate. The Region, through its Board, may borrow money, mortgage or pledge real or personal property as security, use or expend the funds and property of the Region, and do all things necessary or convenient to carry out the powers granted herein or under law.

2. The Board shall not:

a. Lend any part of its income or principal without adequate security and guaranteed receipt of a reasonable return of interest on the loan;

b. Make any part of the Region's services available on a preferential basis;

c. Make any substantial purchases of securities or other property from members, their families, or their companies;

d. Sell any substantial Region property to members, their families, or their companies for less than adequate consideration;

e. Engage in any transaction that results in a substantial diversion of Region income to members, their families, or their corporations.

**K. MOTION PROCEDURES**

1. Motions for the operation of the Region may be offered by any member of the Board. Motions which would impact any Operating Code or Region Budget shall be submitted to the Secretary at least five (5) days prior to any scheduled meeting of the Board, except for the annual Planning Meeting. Such Motions will be posted in accordance with the following format.

2. Motion Form:

Motion: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Committee: \_\_\_\_\_ Committee Vote: \_\_\_\_\_

Operating Code Affected: \_\_\_\_\_

Budgetary Impact: \_\_\_\_\_ (Budget Detail Attached)