

DIVISION 4 STANDING RULES 16-1

13 April 2016

DIVISION EXECUTIVE COUNCIL

1. Purpose. This rule was approved by the Division 4 Membership at the General Membership meeting held on 13 Apr 16. This standing rule provides guidance, policy and procedures for the continued operation and success of the Division.

- a. Adopt and Modify Principle 6 –**Officers** Section 1. **Criteria for Candidates Vying for an Elected International Office**, paragraph a 1). General: Candidates for the Office of the International President and AFSA Vice President. To more fully prepare the candidates for this most responsible office, they shall have served at least one year in a lesser office on the International Executive Council. This shall enable them to have the necessary “higher level” experience and to have obtained a working knowledge of the function of that office.”
- b. Establish a Division 4 Standing Rule regarding seeking an elected office for Division 4 Executive Council. The standing rule would be in three parts. Part I would pertain to the office of Division President and Division Vice President. Part II would pertain to elected Trustee positions on the Division 4 Executive Council. Part III would pertain to expectations of Division 4 Executive Council Members.
- c. Division 4 Standing Rule 16-1 **Part I**: Criteria for Candidates Vying for an Elected Division 4 Offices. Candidates for the Office of the Division 4 President and Division 4 Vice President. To more fully prepare the candidates for this most responsible office, they shall have served at least one year in a lesser office on a Division Executive Council. This shall enable them to have the necessary “higher level” experience and to have obtained a working knowledge of the function of that office.”
- d. Division 4 Standing Rule 16-1 **Part II**: Criteria for Candidates Vying for an Elected Division 4 Office. Candidates for the Office of the Division 4 Elected Trustee positions. To ensure our division and membership has adequate leadership and guidance to represent the division members in these critical positions of responsibility; members seeking an elected trustee position should have served in some chapter level elected capacity for a minimum of one year to gain experience necessary to help guide and lead the division.
- e. Division 4 Standing Rule 16-1 **Part III**: These are some broad spectrum expectations for members of the Division 4 Executive Council.
 - 1) Regularly communicate with the division executive council
 - 2) Regularly communicate with the chapter presidents and the position equivalent at the chapter levels (Regularly implies on a routine basis and should monthly or more)
 - 3) Seek injects and ideas from the division executive council and international executive council as needed , required and requested especially in the areas of membership and legislation
 - 4) Seek out inputs, concerns, and suggestions from within the division

- 5) Submit concerns/ideas/suggestions to the appropriate party (most cases executive council and division president)
- 6) Follow-up with members who have brought issues and initiatives forward
- 7) Prepare briefings and talking papers as required
- 8) Ensure membership are kept abreast of all issues regarding specific areas of responsibility
- 9) Actively participate in division activities and venues throughout the year
- 10) Be willing to travel, conduct training and other activities as assigned by the division president as all members of the Division EC are expected to be able to provide initial/recurring Chapter officer training.
- 11) Have a list of resources and contacts that you can refer and contact
- 12) Lead by example
- 13) Actively promote AFSA at all levels
- 14) Obtain a non-government e-mail address for conducting AFSA business

2. The Division 4 executive council consists of the core members of the President, Vice President, 1st Trustee, 2nd Trustee, 3rd Trustee, Secretary and /or Treasurer and the Senior Advisor and as such are voting members of the executive council. If a fourth and fifth trustee are appointed IAW Standing Rule 16- 4 the Secretary and /or Treasurer become non-voting members unless serving as a trustee.

/// James W. Crissinger //13 Apr 16//As Approved by General Membership///

JAMES. W. CRISSINGER, PhD, SMSgt (Ret), USAF

Division 4 President

DIVISION 4 STANDING RULES 16-4

13 April 2016

NUMBER OF DIVISION TRUSTEES AND TERMS OF OFFICE

1. Purpose: This rule was approved by the Division 4 Membership at the General Membership meeting held on 13 Apr 16 and provides guidelines concerning Division Trustees.
2. Accountability: This standing rule will satisfy the requirements of AFSA Policies and Procedures Manual 100-2, Principle 6, Section 5a and Section 9-
3. Requirements: A total of not more than 5 will be elected or appointed Trustees in Division 4 and their terms of office shall be for one year. Trustees one, two and three will be elected positions, Trustees four and five will be appointed by the Division President and approved by the Division Executive Council

/// James W. Crissinger //13 Apr 16//As Approved by General Membership///

JAMES. W. CRISSINGER, PhD, SMSgt (Ret), USAF
Division 4 President