

upon the adjournment of the meeting.

Chairperson-Elect: elected each Annual Meeting for a one-year term, following which a one-year term as Chairperson, and a one-year term as Past Chairperson are automatic.

Vice-Chairperson: elected at alternate Annual meetings for a two-year term.

Secretary-Treasurer: elected every third Annual meeting for a three-year term.

Meeting Chairperson: elected each Annual meeting for a one-year term.

5. The duties of the Section Officers shall be:

- (a) The Chairperson shall preside at each meeting of the Section and of the Executive Committee of the Section. The Chairperson shall appoint every committee of the Section and be an ex-officio member of each committee, unless directed otherwise by the membership of the Section at an official Section meeting.
- (b) The Vice-Chairperson shall assume the responsibilities of the Chairperson if the Chairperson is absent or incapacitated.
- (c) The Chairperson-Elect will assume the responsibilities of the Vice-Chairperson if the Vice Chairperson is absent or incapacitated.
- (d) The Secretary-Treasurer shall be responsible for the records of the Section, the filing of reports to the national office, and for mailings to the Section (call for papers, program announcements, etc.). In addition, the Secretary-Treasurer shall see that the recommendations of the national office and/or the Section's Executive Committee be carried out effectively. The Secretary-Treasurer will keep all books and accounts, receive and be responsible for all Section funds, and pay all bills of the Section from its funds. The Secretary-Treasurer shall be an ex-officio member of all committees.
- (e) The Meeting Chairperson, as the Chairperson of the Program Committee, will coordinate the program for the Annual Meeting. The Meeting Chairperson will be a member of the staff of the host institution.

6. The Executive Committee shall conduct the affairs of the Section between meetings of the Section membership. It is empowered to fill any vacancy among the officers of the Section or the Executive Committee until the next Annual Meeting.