**RANKING DEPUTY CHIEFTAIN (RDC)**

**POLICY: A Policies and Procedures Manual, subject to the approval of Council, will be maintained. It will contain guidelines to ensure consistent compliance with both the letter and the intent of the Bylaws**.

**REFERENCE based on the current ACGS Bylaws (2024) state:**

**ARTICLE IV: Organization**

Section A, Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the society’s governing documents and applicable laws. No member of the society will receive any salary or compensation from the society other than reimbursement for out-of-pocket expenses.

**ARTICLE VII: Termination of Membership and Reinstatement of Members; Removal of Officers and Council Members**

Section C, Subsection 2: Upon the termination of membership, all property of the Society in the possession or under the control of the expelled member will be surrendered promptly to the Chieftain, Ranking Deputy Chieftain, or Assistant Chieftain of the Society.

**ARTICLE VIII: Officers and Officials**

Section B, Subsection 1: Elected. The officers and Council members of the Society elected by the General Assembly will be: Chieftain, Ranking Deputy Chieftain, Scribe, Registrar, Treasurer and Chancellor.

Section C: Council: There will be a Council consisting of the Chieftain, Ranking Deputy Chieftain, Assistant Chieftain (non-voting), Scribe, Registrar, Treasurer, Chancellor, Immediate past Chieftain and three (3) appointed At-Large Council members.

Section E: Ranking Deputy Chieftain: The Ranking Deputy Chieftain will be a lineal member of the Society, who is at least twenty-one (21) years of age. He or she will be elected to an initial term of office of two (2) years with subsequent terms of office of one (1) year. He or she will perform the duties of the Chieftain in the event of the Chieftain’s absence, disability or demise.

Section L: Time for Holding Office

The term of office for each Council member, officer and other officials will commence with the adjournment of the Gathering at which he or she is elected or appointed, except for Area Deputy Chieftains, whose terms of office will commence on January 1 of the year following the Gathering at which they were appointed and end on the next succeeding December 31.

**PROCEDURE:**

*Assumption of the duties of Chieftain:*

* During a temporary absence of the Chieftain, the RDC will assume the role of Acting Chieftain
  + Upon notification by the Chieftain or Assistant Chieftain of the pending temporary absence of the Chieftain, the RDC will notify members of Council, Area Deputy Chieftains (ADCs), and Committee chairpersons of the effective date of the absence and the estimated return date of the Chieftain
  + The RDC will be Acting Chieftain during the period of absence.
  + Members of Council, ADC’s and Committee chairpersons will be notified of the date of the Chieftain’s resumption of duties.
* Will the disability be of a permanent nature or will the Chieftain die while in office, the RDC will assume the role of Acting Chieftain and the Council will be notified of the need for the election of a new Chieftain as far in advance of that year’s annual Gathering as possible.

*Duties:*

* The RDC will assist the Chieftain, as called upon, in the selection process of appointing ADCs by researching and nominating applicants.
* The RDC will maintain contact with the ADCs throughout the year.
* The RDC will represent the ADCs at Council.
* The RDC will promote ADCs attendance at Highland Games, and personally attend those games if feasible.
* The RDC will attempt to keep track of the ADCs and promptly update this information:
  + Directory and Yearbook.
  + Web Page via our Webmaster
  + Clan tent handout.
* The RDC will encourage ADCs to provide periodical items of interest to the Society of highland games participation or other events in their area to our newsletter editor.
* The RDC, in collaboration with the ADCs, will develop informational and educational materials for use by ADCs at Games, Festivals or any other event at which the Society is represented.
  + Such materials will be consistent, attractive, educational and accurate
  + These materials will be provided by the Society to ADCs.
  + Upon cessation as an ADC, a retiring ADC will submit all such materials developed back to the RDC
* The RDC will provide a written annual report of activities to the Chieftain prior to the Annual Gathering.
* The RDC will endeavor to contact lapsed or inactive ADCs, and encourage them to resume active participation.
* The RDC will remind the Chieftain of the need for the ADCs to be provided with Letters / Certificates of Appointment that may be used as verification they are official representatives of the Society. Such documents will be reissued upon re-appointments as well.
* The RDC will attend to such other duties as may be assigned by the Society, the Council, or the Chieftain.
* Upon leaving the position, the RDC will transfer all records, documents and other items to the succeeding officer in a timely manner to ensure continuity and integrity of the position for the Society.

*Society Support for the Ranking Deputy Chieftain (RDC):*

* The RDC will be provided with a compilation of members along with their contact information by the membership database manager
* The RDC will be provided with marketing materials, sales merchandise, and Society contacts to pass along to the ADCs when requested
* The RDC is included under Article IV, Section B, Indemnification of the Bylaws
* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the RDC

APPROVED

Approved by ACGS Council and AGM September 2022

Periodic Review by ACGS Council: 2025