**ASSISTANT CHIEFTAIN**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

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

**Article IV: Organization, Indemnification**

Section A: Organization:

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.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

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

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

Section C: Termination of Membership: 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 3: The Assistant Chieftain. The Assistant Chieftain will be appointed by the Chieftain with the approval of the Council. The Assistant Chieftain is a non-voting member of the Council.

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 J: Assistant Chieftain. The Assistant Chieftain will be the general business manager of the Society, will make periodic reports of his or her activities to the Chieftain and will make a report at each Annual Gathering and Council meeting.

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 third annual December 31.

**Article X: Standing Committees**

Section B: Gathering Committee. The Chair of the Gathering Committee will be the Assistant Chieftain. It will be the duty of the Chair to name the remainder of the committee, whose terms expire at the end of the following Annual Gathering. The size of the committee will be determined by the Chair.

**PROCEDURE:**

The Assistant Chieftain (AC) will be appointed for a one-year term by the Chieftain with the approval of the Council. This appointment will also be announced at the Annual General Meeting of the same annual Gathering.

*Responsibilities associated with Business Manager:*

* The Assistant Chieftain will have the authority to authorize the payment of recurring annual expenses for the operation of the Society, such as requesting the printing of publications. Any new (other than de minimis) or larger than normal operating expenses will be approved by the Chieftain, Assistant Chieftain, and the Treasurer and reported to the Council at the next Council Meeting.
* No debts will be incurred in behalf of the Society except as approved as follows: By the Council as recommended by the Chieftain or Assistant Chieftain; or by the Chieftain, Assistant Chieftain and Treasurer.
* Remind Council that the Society operates off the interest and dividends earned by our principle for a fiscal year. All donations made in a year will go to the appropriate account managed by the trustees. Dues tend to go to the normal operations i.e. printing yearbook, newsletters, etc.
* Will be one of three Council members approved to sign checks on behalf of the Society.
* Will receive notification, along with Chieftain, from Trustees of emergency disbursement of funds, not to exceed $500, for charity and educational purposes
* Will perform such duties as may be assigned to him/her by the Council or Chieftain.
* Will make periodic reports of his/her activities to the Chieftain and to the Annual Gathering
* Make recommendations to Librarian and others regarding Society property, their uses and disposition.
* Upon leaving the position, the AC will transfer all records, documents and other items to the Chieftain or succeeding Assistant Chieftain in a timely manner to ensure continuity and integrity of the position for the Society.

*Responsibilities associated with Newsletter and Yearbook:*

* Three times a year receive newsletter ready for printing from the editor.  Extract mailing list from membership database for those members within two years current on their dues.  Separate those members with email addresses, and send newsletter by email to those members. For those members without an email address, submit the newsletter to the printer for printing and mailing list (Excel spreadsheet).
* Before each mailing receive new members’ spreadsheet (Excel) from Registrar. Coordinate with treasurer to update membership database.
* Once a year receive yearbook ready for publishing from the editor.  Extract mailing list from membership database for those members within two years current on their dues.  Submit the yearbook and mailing list (Excel spreadsheet) to the printer. Yearbooks will continue to be printed, none sent by email.
* Once a year generate the dues/pledge notices and accompanying letter, print the notices for all member regardless how many years past due they are, assemble all parts, stuff and stamp envelopes, deliver to the post office.

*Responsibility for Membership Database management as found in 06\_Treasurer P&P*

The Treasurer is the caretaker of the ACGS databases (member database & QuickBooks database). In order to ensure maximum accuracy and privacy, a single person is designated to be the sole caretaker of the official ACGS databases. These include the member database and the member financial database. The Treasurer is also responsible for

* Producing audits of members owing dues, paying excessive dues or whatever other data are needed by other officers of the Society;
* Ensuring the databases can produce mailing lists for various purposes; MW manager
* The Treasurer is responsible for end of year reconciliations of members’ dues and financial records.
* After each mailing, coordinate with Treasurer to update membership database with returned mail address changes.
* Coordinate with Treasurer to update membership database according to feedback received by treasurer following mailing of dues notices.
* Coordinate with Treasurer and Membership Database Manager to update membership database according to input received from members throughout the year.
* Copies of the said membership listing will be made available upon request to any member in good standing of the Society.

*Responsibilities associated with Annual Gathering:*

* The Chair of the Gathering Committee will be the Assistant Chieftain. It will be the duty of the Chair to name the remainder of the committee (including a Local Chair) whose term expires at the end of the following Annual Gathering. The ultimate size of the committee will be determined by the Chair depending on various considerations, e.g. venue, planned activities, special guests, etc.
* Notify members by e-mail, social postings, and newsletter of the Gathering hotel and reservation information.
* Once a year generate the Gathering letter and accompanying registration form, print these documents for those members within two years current on their dues, assemble all parts, stuff and stamp envelopes, deliver to the post office.
* Throughout the year organize all aspects of the Gathering. See other document (Gathering Planner) for duties. The AC signs all contracts.
* Coordinate events throughout the Gathering weekend.
* The AC will review all contracts and major expenses for the Gathering while collaborating with the Treasurer

*Society Support for the Assistant Chieftain:*

• The officers and Council members of the Society will carry out timely communication of Society business that requires action by the Assistant Chieftain

**APPROVED**

**Approved by ACGS Council and AGM October 2024**

**Periodic review by ACGS Council: 2025**