

## **SAPA Policy on the Chapter Leadership Team**

*(Approved by the BD/EC on July 5<sup>th</sup>, 2006)*

### **1. Purpose, Scope, and Definitions**

- 1.1 The purpose of this policy is to ensure constructive, efficient, and cooperative operation of the chapter leadership team for a sustainable and healthy growth of the SAPA chapter and SAPA as a whole.
- 1.2 The scope of this policy is to regulate the relationship within the chapter leadership team, and to SAPA leadership team. Each chapter should establish or modify its operation procedures, in compliance with this policy. The SAPA Bylaws and SAPA policies/procedures supersede the chapter's policies/procedures in case of any conflict.
- 1.3 Definitions:
  - 1.3.1 SAPA leadership team is defined as SAPA Executive Council (EC), Board of Directors (BD), and Advisory Committee (AC).
  - 1.3.2 The chapter leadership team is defined as the chapter EC and AC, which may separately or jointly form sub-teams such as departments and taskforces. No BD or other leadership bodies should be formed at the chapter level.

### **2. Working Relations within the Chapter Leadership Team**

- 2.1 The chapter EC executes the chapter's programs and manages its daily activities. The chapter president heads the chapter EC and represents the chapter externally. The *chapter EC's primary responsibilities* are:
  - 2.1.1 Be responsible for the chapter's all regional activities.
  - 2.1.2 Participate in all SAPA global activities, as required.
  - 2.1.3 Inform the chapter AC on the status of yearly programs. The chapter president joins the chapter AC as a member. The chapter immediate-past president (the chapter AC chair) is a member of the chapter EC.
  - 2.1.4 Consult with AC and seek AC's support/advice in dealing with major issues (e.g., budget, membership, etc.) or unexpected/unprecedented events. The chapter EC should make the budget transparent to the chapter AC, who joins the chapter EC to approve the budget and to request an account-auditing by outside auditors.
- 2.2 Because of its stability across years, the chapter AC contributes to the chapter's sustainable growth by providing consultation, monitoring, and other unique functions. The chapter AC chair (the chapter immediate-past president), if not a

SAPA BD member, may be invited to observe at the SAPA BD meetings if necessary. The ***chapter AC's primary responsibilities*** are:

- 2.2.1 Support the chapter EC by providing advice and consultation to the chapter president. Act as role models for the chapter new EC members with regard to observing the SAPA Bylaws and policies/procedures. If any, serve as social and professional linkages with chapter's honorary advisors.
- 2.2.2 Participate in the chapter's programs, and provide either consensus opinion or at least majority-supported inputs to the chapter EC for major issues. The chapter AC members are encouraged to attend the chapter EC meetings as non-voting members and should be copied on the chapter EC meeting minutes.
- 2.2.3 Work with SAPA BD/AC regarding the chapter's contributions to the long-term strategic planning of SAPA as a whole.

### 2.3 The ***Chapter EC/AC Joint Responsibilities***

- 2.3.1 Chapter president, chapter AC chair, SAPA BD members from the chapter, and chapter president-elect co-chair the chapter leadership team. The team defines the chapter's key issues, undertakes a joint effort on the chapter's major events, and resolves (or communicates to SAPA BD/President to resolve) any disputes within and between the chapter EC and AC.
- 2.3.2 For the following nominations and elections, only one vote is counted for any of those who are both chapter EC and AC members. If any of the team co-chairs (chapter president, chapter AC chair, SAPA BD members from the chapter, and chapter president-elect) is a candidate for a position, he or she should be excused from co-chairing that process of nomination/election.
  - 2.3.2.1 Candidates for the ***chapter president-elect***, any SAPA member in the region may nominate, and all members of the chapter leadership team vote, based on the highest votes of a simple majority, to select the final 2 candidates for the chapter's annual election.
  - 2.3.2.2 Candidates for the ***chapter EC members***, any SAPA member in the region may nominate, and all members of the chapter leadership team vote, based on the highest votes of a simple majority, to select a required number of the final candidates for the chapter's annual election.
  - 2.3.2.3 Candidates for ***SAPA EC members***, any member of the chapter leadership team may nominate, and all members of the chapter leadership team vote, based on the highest votes of a simple

majority, to select a required number of the final candidates for the SAPA annual election.

2.3.2.4 Candidates for **SAPA BD members**, any member of the chapter leadership team may nominate, and all members of the chapter leadership team vote, based on the highest votes of a simple majority, to select a required number of the final candidates, to be elected by SAPA EC.

2.3.2.5 Candidates for the **chapter AC members** who are not the chapter past presidents, any member of the chapter leadership team may nominate, and all members of the chapter leadership team vote, based on a two-third (2/3) majority.

### 3. Qualifications of the Chapter Leadership Team Members

3.1 Among all leadership qualifications with honesty, competence, credibility, and a vision that we share, SAPA has the following two traditions: the leaders demonstrating “willing-to-do” attitude and “able-to-do” skills; the leadership teams built with the “inclusiveness” principle.

3.2 The **chapter president-elect** (who must be an active SAPA member) is the highest chapter leader elected by all SAPA members in the region every year. A high qualification for this SAPA vice president-to-be position should be applied. The candidates should have demonstrated long-term commitment and contributions to SAPA, understand SAPA Bylaws and policies/procedures, and possess a high standard of integrity, skills, and teamwork spirit. The candidates must have a combination of at least 3 years experience in the chapter and/or SAPA leadership teams. The exception of this 3-year requirement is only allowed for the chapters of less than 5 years old.

3.3 Elected every year, the **chapter EC members** (who must be active SAPA members) include:

3.3.1 Most of the current chapter EC members who have a good track-record of accomplishment and demonstrated commitment (e.g., attendance of the chapter EC meetings, completion of his/her assignments).

3.3.2 Some select new members who are from those SAPA activists with demonstrated contributions (e.g., SAPA coordinators of individual companies/institutes, members of the chapter EC’s individual departments/taskforces).

3.4 Without term limits, the **chapter AC members** (who must be active SAPA members) should be those with long-term leadership in and service to the chapter. They should have made significant and appreciable contributions to SAPA as whole. They include, but are not limited to:

3.4.1 Chapter’s past and current presidents.

- 3.4.2 Current SAPA BD and AC members originally from or relocated to the region.
- 3.4.3 Other select individuals with long-term leadership/contribution. It is not recommended for chapters of less than 5 years old.

#### 4. Participation of the Chapter EC and AC Members in the SAPA Leadership Team

- 4.1 The members of SAPA leadership team are not restricted from any specific geographic regions.
- 4.2 The following SAPA leadership positions are allocated from each chapter:
  - 4.2.1 The chapter president is automatically as a SAPA vice president (SAPA EC).
  - 4.2.2 Senior chapter leadership team members with long-term leadership/contribution to SAPA may be elected to be SAPA BD members.
  - 4.2.3 The chapter leadership team members (generally, but not limited to, those members representing the chapter in SAPA EC global functions) are elected to be SAPA EC members.
  - 4.2.4 All past chapter presidents are automatically (other long-term leaders/contributors selectively) subject to approval by SAPA BD for being SAPA AC members.

#### 5. Dismissal and Replacement of Chapter Leadership Team Members

- 5.1 Any chapter EC or AC member has the right to voluntarily resign from the post. The chapter president or AC chair ensures the smooth transition of the functions/activities affected within EC or AC, respectively.
- 5.2 Any chapter EC member, who has been frequently unable to complete assignments and/or attend (including both in person or by teleconference) the required leadership meetings, are not recommended for the re-election for the next term.
- 5.3 Any chapter EC or AC member with severe misconducts could face disciplinary action, up to dismissal from the leadership team. Such decision may be initiated by the chapter leadership team, according to the Code of Conduct, and finally approved by SAPA BD/President. If necessary, this process may be initiated by SAPA EC, BD, or AC.
- 5.4. For reasons, such as, but not limited to, voluntary resignation, long-term sickness, job/family relocation, and disciplinary actions, key chapter EC positions may be replaced. In special cases where the following proposed replacements are unable to occur or may severely impact SAPA's stability, operation and sustainable growth, SAPA BD/President shall ultimately make the final decision, including the

appointment of the leadership position in an acting role for the balance of the term year or the conduction of a special election.

- 5.4.1 Replacement of a chapter EC member shall be initiated by the chapter president and co-approved by the chapter leadership team and SAPA President;
- 5.4.2 Assuming the responsibility of the chapter President by the chapter President-elect shall be initiated by the chapter leadership team, and approved by SAPA BD/President;
- 5.4.3 Assuming the responsibility of the chapter President-elect by the runner-off of the previous President-elect election shall be initiated by the chapter leadership team, and approved by SAPA BD/President.
- 5.5 Dismissal and replacement of those SAPA leadership team positions (defined in Section 4.2) are the responsibility of the SAPA BD/President, if necessary, in consultation with SAPA EC or AC.

## 6. Amendment

- 6.1 This police may be revised if the SAPA Bylaws are amended, or a motion supported by a two-third (2/3) majority of SAPA BD, and is co-approved by SAPA EC.