

Section 3. Qualifications for Office. All Directors must be and remain members in good standing of the FMCoC in order to run for office or maintain their office. In addition, the Vice Chair must have been a member in good standing of the FMCoC for at least two years prior (in their individual capacity, regardless if they have switched agencies during that time) to their election or appointment as Vice Chair. The Chair must have either served as Vice Chair for any period of time, or must have previously served at least one full two-year term as a Director. These qualifications are tracked by the CoC Secretary and/or Treasurer and may be temporarily waived by a two-thirds vote of the General Membership, but only if they determine that there are no viable or willing candidates who meet the qualifications.

- **The Vice-Chair:** the Vice-Chair shall maintain a list of the chairs, and meeting times of each Standing Committee and shall encourage each Standing Committee to meet on a regular basis. The Vice-Chair shall preside over meetings when the Chair or the Chair's designee is not available.
- **The Treasurer:** the Treasurer, along with the Secretary, shall maintain a list of the membership (including the members in good standing) and shall arrange for the funds of the CoC to be securely deposited, shall prepare an annual budget, and shall make financial information available in response to all legitimate requests. The Treasurer manages the CoC Member dues process with the Secretary. The Treasurer manages the stipend policies, attendance tracking, and stipend payments for the FMCoC LEAB.
- **The Officer at Large:** The Officers at Large shall assist the other Directors in carrying out their duties.