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**POLICIES AND PROCEDURES**

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**Temporary Vacancies              Policy No. 20**

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**POLICY**

This policy is a guideline for the NACQJ Board of Directors will handle a temporary leave of absence from an elected or appointed position within the organization.

**PROCEDURES**

1. Elected positions

 A. President – According to the bylaws (Article VI, Section 4) of the NACQJ the Secretary or Treasurer presides over meetings when the President is absent. According to the bylaws (Article VI, Section 7) “A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term of said office.” The Secretary and/or Treasurer will assume the duties of the president should there be a temporary absence until they return, resign, or term expires.

 B. Secretary – Should the Secretary require a temporary leave of absence the Board of Directors shall appoint a NACQJ member in good standing to assume their duties until they can return, resign, or their term expires. This individual will have full voting rights.

 C. Treasurer – Should the treasurer require a temporary leave of absence the Board of Directors may hire a bookkeeper or appoint a NACQJ member in good standing to prepare reports and checks for signature by the president or secretary until they can return, resign, or their term expires. If a NACQJ member fills this position they will have full voting rights.

 D. Candidate Coordinator – Should the Candidate Coordinator require a temporary leave of absence the Assistant Candidate Coordinator will assume their full duties until they can return, resign, or their term expires. If there is no Assistant Candidate Coordinator the Board of Directors will appoint a NACQJ member in good standing to assume their duties until they can return, resign, or their term expires. Previous Candidate Coordinators may be asked to temporarily fill this position. This individual will have full voting rights.

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 E. Certified Judge Coordinator – Should the Certified Judge Coordinator require a temporary leave of absence the Board of Directors will appoint a NACQJ member in good standing to assume their duties until they can return, resign, or their term expires. Previous Certified Judge Coordinators may be asked to temporarily fill this position. This individual will have full voting rights.

2. Appointed positions – Should an appointed position such as those listed below require a temporary leave of absence from their duties the Board of Directors will appoint another NACQJ member in good standing to assume their duties until they can return, resign, or their term expires, if applicable.

 Masterpiece Quilt Coordinator

 Partner Show Coordinator

 Communications Coordinator

 Newsletter Editor(s)

 Assistant to Candidate Coordinator