**DIVISION VICE-PRESIDENTS ELECT**

I. NAME:

The name of the office shall be Division Vice-presidents Elect of the Utah Association for Health, Physical Education, Recreation and Dance.

II. PURPOSE:

 A. The purpose of the office of Division Vice-presidents elect shall be to assist the Division Vice-presidents in the business, convention program, and activities of their respective division.

 B. The Division Vice-presidents Elect shall act for the Division Vice-president in his or her absence and, in the case of death or resignation of the Division Vice-president, the Division Vice-president Elect shall succeed the Division Vice-president for his or her unexpired term.

III. ORGANIZATION:

 A. There shall be a Vice-president Elect of each division of the UAHPERD.

 B. The names of qualified candidates shall be placed on the ballot with other officer candidates and shall be voted upon by the voting membership of the Utah Association at the General Session of the Annual State Convention.

 C. The Vice-president Elect shall automatically assume the duties of office at the close of the Annual Convention Meetings and shall serve for a period of one year at which time he or she assumes the office of Division Vice-president

 D. Vacancies caused by death, resignation or change of residence from the state shall be filled by the Board of Directors of the UAHPERD.

IV. DUTIES

 A. Immediately upon assuming office, the Vice-president Elect shall provide the President, in writing, home and professional addresses.

 B. As members of the Board of Directors, Vice Presidents Elect shall meet with this body whenever meetings are called by the President.

 C. The Vice-president Elect is responsible to work closely with the Vice-president, to attend all meetings as called and to preside over the division in the absence of the Vice-president.

 D. The Vice-president Elect shall appoint individuals to summarize and evaluate their meetings for Convention Records. One copy is to be retained in the Division files and one copy to be submitted to the Association President.

 E. The Vice-president Elect shall assist the Vice-president with the planning and arrangements necessary for division meetings.

 F. All Vice-presidents Elect are to become familiar with the national and district policies and procedures and carry them out as therein prescribed.