

VICE CHAIRMAN

At the request of the Chairman or in the event of his absence or disability, the Vice-President shall perform the duties and possess and exercise the powers of the Chairman and to the extent of this document and authorized by law.

The Vice-President shall have such powers as the Executive Board may determine and shall perform the duties of the International President until such time as the International Executive Board declares a vacancy and elect a qualified replacement to serve as the International President. He/she shall also have the following additional duties and responsibilities:

1. He/she shall report to the Chairman and carry out any duties as required by the Constitution and By-Laws, and fulfill any request the Chairman requires of the Vice-President. He/she will carry out the duties of the Chairman during any absence.
2. 5. Any expenses he/she may acquire shall be authorized by the Executive Board prior to the action requiring the expense, except the cost of reports, stationary and office supplies, mailings and phone costs relating to Red Knights Corporation. All receipts sent to the Corporation Treasurer prior to being paid.
3. He/She shall also produce a Procedural manual for his position within the first year. Outlining the duties of the office and how they are carried out and shall be passed on to his/her successor upon leaving office a copy of this manual shall be filed with the Corporation.