

CHAIRMAN

Subject to the authority of the Corporation Executive Board, the Chairman shall be the General Executive Administer of the Corporation, with the following additional duties and responsibilities:

1. He/she shall preside at all meetings of the Corporation and the Executive Board. He/she shall fulfill all the duties set forth by the Constitution and By- Laws of the Red Knights Regalia Corporation.
2. He/she shall be an ex-officio member of all other committees of the Corporation.
3. He/she shall be the co-signer with the Corporation Treasurer of all notes, checks, deeds, leases, mortgages and other legal documents given on behalf of the Corporation. And shall, if required by the Executive Board, have the power to call meetings of the Board and shall make a report of the work of the Corporate Officers and Executive Board at each Annual Meeting of the Corporation. In special circumstances, with the vote of a majority of the Board the Chairman or Treasurer may enter into a financial contract such as opening an account or the purchase of investments that only have provisions for one signature from the Corporation.
4. He/she shall be available to all members of the International Executive Board and be accountable to any decisions made.
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.
6. 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.