



# Regional Representative Policy and Procedures

Adopted by the International Executive Board June 2, 2025

## Introduction

A Regional Representative provides support to assigned Company Presidents and is a liaison with the International Board.

## Summary of ISDUP Constitution and Bylaws

The Regional Representatives shall:

- A. Be appointed by the International Executive Board as needed.
- B. Be an adjunct Member of the International Board and subject to the ISDUP Constitution and Bylaws and Policies governing ISDUP.
- C. Be a liaison for Companies in a designated area to the International Board.

Section 11: Regional Representative, ISDUP Bylaws, June 2023

### **A. Expectations**

- Serves as an adjunct member of the International Board. Does not vote or attend International Board Meetings.
- Is an active DUP Member in a Camp.
- Is a liaison and resource between the International Board and the Companies in assigned region.
- Communicates with the International President, the International Executive Board, and department chairs as needed.
- Responds to all communications in a timely manner.
- Maintains active membership in a Camp.
- Attends the annual International Seminar/Convention Meetings and receives training.
- Provides prior notice to the International President to be excused from International Seminar/Convention if unable to attend.
- Studies and promotes the use of the ISDUP *Constitution and Bylaws*, Policies and Procedures, online instructions, ISDUP Bulletins, etc.
- Installs Company Officers as needed.

### **B. Leadership**

- Communicates regularly with Company Presidents offering insight, recommendations, and support.
- Communicates Company concerns with the International Board where further help is needed.
- Does not manage the affairs of a Company or Camp.
- Encourages Companies to meet report deadlines and submit Company board and Camp Captain changes.
- Attends District Conventions in assigned region and assists at the request of the host Company President; gives support to visiting International Board Member.
- Collaborates with other Regional Representatives solving common/unique issues in other regions.
- Available resources:
  - ISDUP website.
  - Monthly ISDUP Bulletin.
  - Quarterly *Legacy* publications.

- Approved minutes of monthly International Board Meetings.
- Updated copies of the Company Leadership Roster following reported changes of selected Company Officers and/or Camp Captains within her assigned region.
- International Board Roster.

**C. Appointment and Term of Office**

- Regional Representatives are appointed by the International President upon approval of the International Executive Board.
- The term of service is reviewed on an individual basis biennially by the International Executive Board.
- In the event of a resignation, a letter of intent must be submitted to the International President.
- All Regional Representatives are expected to abide by the Policies established and ratified by the International Executive Board.
- Refusal to abide by the expectations as outlined or behavior that is unbecoming of a Regional Representative shall be considered cause for removal from office.
- To replace a Regional Representative the International President communicates with Company Presidents in the region where the Regional Representative is to be appointed and asks for recommendations for individuals to serve.
- A resume is submitted to the International President for consideration by the International Executive Board.