

IIBA Phoenix Chapter Bylaws

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Bylaw 1 – Name & Territory

Section 1: This organization shall be called the IIBA® Phoenix Chapter (hereinafter “the Chapter”). This organization is a Chapter chartered by the International Institute of Business Analysis, (hereinafter “IIBA”) and separately organized. Where there is reference to the Board, the board consists of the appointed officers for their respective terms. This document is the general Bylaws of the Chapter which regulate the operation of this organization.

Section 2: The principal office of the Chapter shall be in the Phoenix Metropolitan area in the State of Arizona. The principal office is to be the secretary’s home address and falls to the President in the event there is no secretary.

Section 3: The Chapter is responsible to the duly elected IIBA® Board of Directors and is subject to all IIBA® policies, procedures, rules and directives lawfully adopted.

Section 4: The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business or is incorporated and/or registered.

Section 5: The Bylaws of the Chapter may not conflict with the current IIBA®’s Bylaws and all policies, procedures, rules or directives IIBA®. The terms of the Charter executed between the Chapter and IIBA®, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

Bylaw 2 – Objective

Section 1: The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent IIBA.

Section 2: The objectives of the Chapter are to:

- Advance the role of the Business Analyst as a recognized profession;
- Support opportunities for members to network with, and gain knowledge from, seasoned Business Analyst practitioners as well as with industry and government leaders;
- Provide access for members to a formal “knowledge base” as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry;
- Provide pathways to learn about business analysis best practices;
- Obtain and sustain a level of financial security, sustainability and autonomy at the Chapter level.
- Create corporate support for the IIBA within the local market by superior marketing/awareness programs that demonstrate the value of business analysis and the IIBA;
- Liaise with industry and association partners to increase the awareness and benefit to Chapter members.

Bylaw 3 Composition

Section 1: The Chapter shall consist of an elected President and Board of Directors and shall not be used for the promotion of candidacy of any person seeking public office or preferment or the promotion of any commercial enterprise.

Bylaw 4 – Membership

Section 1: Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible persons without regard to race, creed, color, age, sex, marital status, international origin, religion, or physical or mental disability.

Section 2: Membership in the Chapter requires membership in IIBA. The Chapter shall not accept as members any individuals who have not been accepted as IIBA members and shall not create its own membership categories that exclude IIBA.

Section 3: “Members in Good Standing” can vote in Chapter elections and hold office. Members in Good Standing shall be defined as Chapter members who have paid IIBA dues and identified by IIBA as being within our Chapter catchment or identified as a member of the Phoenix Chapter, as verified by the Vice President Membership or other board member. This definition of Chapter membership will be superseded by IIBA’s definition in their Bylaws if there are significant differences.

Section 4: Members shall be governed by and abide by the IIBA Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules and directives lawfully made there under.

Section 5: All members shall pay the required IIBA dues. IIBA dues are governed by IIBA Bylaws.

Section 6: The Chapter Board of Directors, in the case membership needs to be terminated for just cause, will make a recommendation to IIBA for action. The member may appeal the decision to the IIBA Board of Directors in writing. The board actions will be formally communicated in writing to the proposed terminated member. Just cause is defined by IIBA Bylaws.

Section 7: Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to the Chapter.

Section 8: The membership database and listings provided by IIBA to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

Bylaw 5 – Chapter Calendar

Section 1: The Chapter will adhere to the following minimum schedule of events:

Meeting Name	Frequency
Professional Development Meetings (PDM)	Monthly Meeting (except July and December or as determined by a unanimous vote of the Chapter Board of Directors)
Annual General Meeting (AGM)	November
Chapter Board of Directors Meeting	Monthly or As Needed
Committee Meetings	Monthly or As Needed

Section 2: Notice of meetings

Meeting	Called by	Notice period	Minimum Attendance	Notice Form
Annual General Meeting (AGM)	President	60 Days	10% of membership	Email
Membership	VP of Membership	60 Days	10% of membership	Email
Board meeting	President	14 Days	50% of Board	Email
Committee Member	Committee Chair	As required	As required	Email

Section 3: Changes or modifications to Chapter Calendar must be submitted to the President to be discussed and voted on at the next stated Board Meeting.

Section 4: The President of the Chapter will chair the AGM and Board Meetings. Voting will occur by appropriate methodology. Proxy votes will not be accepted. Board resolutions need a simple majority to pass. The AGM with the exception of Bylaws needs a simple majority. Bylaw amendments require 2/3rds of the votes cast. Electronic means of voting are acceptable. (See Appendix 2 for further guidance on electronic means.)

Bylaw 6 – Officers and Directors

Section 1: The Chapter shall be governed by a Board of Directors. There will be elected officers to serve in the following positions:

Type Description

Voting	President
Voting	Secretary
Voting	Treasurer
Voting	Vice President Marketing
Voting	Vice President Membership
Voting	Vice President Professional Development
Voting	Vice President Programs
Voting	Vice President Volunteers
Voting	Vice President Communications
Voting	Vice President Technology
Voting	Director-at-Large
Non-Voting	Past President
Non-Voting	Vice President (Mentee)

All officers will act as members of the Board of Directors.

The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their position as such. A director may be paid reasonable expenses incurred in the performance of assigned duties.

All officers shall be members in good standing of IIBA and of the Chapter. Officers will be elected by majority vote of Chapter members using a state approved voting method (electronic, paper, in-person, or a combination of each). The officers will serve two-year terms of office, except for the Director at Large and the Vice President (Mentee), staggered so that approximately half of the officers are elected each year, to provide continuity. The Director at Large position and Vice President (Mentee) are one year positions that must be elected each year.

Upon election these Officers will immediately become members of the Board of Directors and will serve as "understudies" of the Officers they are to succeed. The understudies will not have voting rights until the beginning of their respective terms.

Officers shall be eligible to serve multiple terms without limits.

Board positions eligible for election will be elected for the length of the term. Odd and Even years are defined by the start of the term. If the President’s term starts Jan 2021 then the position is up for election in an even year (2020). The following chart illustrates the election rotation process:

Odd Years (term start)	Even Years (term start)
President	Secretary
Vice President Marketing	Vice President Membership
Vice President Technology	Vice President Communications
Vice President Programs	Vice President Volunteers
Treasurer	Vice President Professional Development)
Director-at-Large (vacant) (one year term)	Director-at-Large (one year term)
Vice President (Mentee)(one year term)	Vice President (Mentee) (One year term)

If a board position becomes vacant before the end of the term, the Board can, as described in Section 2, appoint someone to fill the position. The appointee will remain in office until the position is up for election.

Any vacancies in elected board members should be announced to the membership as soon as possible.

Section 2: The President shall be the chief executive officer for the Chapter and of the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees.

Section 3: The Secretary shall keep the records of all business meetings of the Chapter and meetings of the Board. The Secretary will also manage all communication received by the Chapter.

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Section 4: The Treasurer shall oversee the management of funds for duly authorized purposes of the Chapter and prepare and file any required State or Federal tax reports as required by law. The treasurer will submit all IIBA financial reporting requirements in the desired timeframe. The treasurer will also reconcile all payments made by IIBA to the Chapter.

Section 5: The Vice President Marketing is responsible for the promotion including but not limited to local Chapter events, PDM's and IIBA events to sponsors and prospective partners and to members and potential members.

Section 6: The Vice President Professional Development will be responsible for promoting Business Analysis professionalism through the organization and delivery of educational publications, seminars, workshops, and Study Groups designed to help Business Analysts achieve certification.

Section 7: The Vice President Programs is responsible for the development and delivery of programs relating to business analysis for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.

Section 8: The Vice President Membership will be responsible for the Chapter's development and maintenance of a Chapter membership plan, maintaining accurate records of all members and other participants in the Chapter.

Section 9: The Vice President of Technology will maintain all necessary technology pertaining to the operation of the Chapter. The Vice President of Technology will also be responsible for developing and maintaining a technology plan and researching and recommending to the board of directors options for improvement or additions to the technology platform.

Section 10: The Vice President of Volunteers is responsible for the recruitment and on-boarding of all Chapter volunteers. The Vice President of Volunteers will also be responsible for conducting New Volunteer Orientation, and transition plans for outgoing Board Members and other volunteer positions.

Section 11: The Vice President of Communications is responsible for the timely dissemination of information to and from the Chapter membership aligned with approved policies and procedure for the Chapter and international body.

Section 12: The Director-At-Large will manage and execute special projects that the Board of Directors deems important for the benefit of the Chapter and provide assistance with the responsibilities of other Board members.

Section 13: The Past President shall assist the President as liaison with IIBA if and when required.

See Appendix 1 for further description of all roles and responsibilities.

Bylaw 7 – Board of Directors Responsibilities

Section 1: The Chapter shall be governed by the Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the Chapter.

Section 2: The Board shall consist of the officers of the Chapter elected by the membership. All Officers shall be members in good standing of IIBA.

Section 3: The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, the IIBA Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA Bylaws and policies, and to exercise authority over all Chapter business and funds.

Section 4: The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Board Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote. At its discretion, the Board may conduct its business in person, teleconference, email or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 5: The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of IIBA by reason of non-payment of dues, or where the officer fails to attend three (3) consecutive Board meetings or five (5) board meeting within one year. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 6: An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board after quorum is reached.

Section 7: If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members. This appointment shall be in effect for the remainder of that term. Any new position created by the Board and filled by appointment of the President must also be open for election at the next AGM and will conform to the prescribed schedule for re-election.

Section 8: If and when the board can convene a quorum the board has the power to:

- Propose changes to Chapter Bylaws.
- Amend Chapter objectives
- Commit the Chapter to contractual arrangements

- Recommend a course of action to IIBA where a membership needs to be terminated due to violation of a Chapter bylaw or an IIBA bylaw
- Create new Board positions deemed mission critical and are justified with a business case. The new position would have no voting rights until the Chapter approves the new position. The new position requires an amendment to Chapter Bylaws.

Section 9: If the membership is dissatisfied with actions taken by the board, a petition signed by sixty percent (60%) of the membership, can be submitted to the President and the issue(s) will be tabled for action at a special meeting of the members or the next scheduled Professional Development Meeting.

Bylaw 8 – Nominations and Elections

Section 1: A Nominating Committee consisting of three (3) Chapter members in good standing and one Board Member, shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Board. In absence of a nominating committee, the board can act as nominating committee.

Section 2: Elections shall be conducted:

- During the Annual General Meeting, or
- By ballot to all voting members in good standing. Balloting means must meet state requirements.

The candidate who receives a simple majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board. In the event of a tie vote the winner will be determined by a vote of those present at the meeting.

If a candidate runs unopposed, the candidate is assumed to have been elected by the majority of membership.

Section 3: As stated in Bylaw 4, all Chapter members can vote.

Section 4: The President should hold a board position prior to becoming President. This allows the President to gain experience prior to assuming position. All board members should be a Chapter member for at least six (6) months prior to assuming a role on the board.

Section 5: Candidates may be nominated by the nominating committee, any Chapter members, or by themselves. If candidates are nominated, they must be asked if they accept the nomination. If the nominated candidate declines, they are not to be included on the ballot.

Section 6: If a candidate wishes to appeal a vote, the candidate must submit their appeal in writing to the Board within 30 days of the election. The appeal may be in the form of an email. The Board President will submit the appeal to the nominating committee chair for review and recommendation. If

there is no nominating committee, the Board will act. If a current board member is appealing, that board member will excuse themselves from any meetings regarding the appeal process. The nominating committee/board will review the appeal and review the elections results. The nominating committee/board will respond to the candidate via a meeting and in writing explaining their decision. If the nominating committee or the Board feel, an unbiased view is needed, the Board will appeal to other IIBA regional Chapter leaders or the IIBA Global leaders to act in an unbiased manner in the appeal.

Section 7: Proxy voting will not be allowed for any election.

Section 8: The VP of Membership will provide a listing of Chapter members who are eligible to vote to the VP of Communications for all communications regarding Chapter elections or voting. The nominating committee, if used, will also receive a list of vote eligible members to use to validate results. The listing will be provided no later than seven (7) days prior to the AGM and no greater than sixty (60) days.

Bylaw 9 – Committees

Section 1: The Board may authorize the establishment of committees to advance the purposes of the organization. Committees are responsible to the Board.

Section 2: The President with the approval of the Board shall appoint all committee members and a chairperson for each committee. Committee members must be appointed from the membership of the organization.

Bylaw 10 – Finance

Section 1: The fiscal year of the Chapter shall be from 1 July to 30 June.

Section 2: The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 3: All dues, billings, dues collections and dues disbursements shall be performed by IIBA. The Chapter is responsible for the collection and disbursements for other Chapter imposed fees.

Section 4: Audit of records and accounting practice may be performed at the request of the Chapter Board or a written request of sixty percent (60%) of current membership and will be performed by an independent third party.

Section 5: The Board has the discretion to establish other revenue streams. When such are established, they will be governed by policy and not in the Bylaws.

Bylaw 11 – Ratification and Amendments

Section 1: In pursuant to Bylaw 7, Section 8 the Board can propose changes to the Bylaws. Notice of such proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting or vote.

Section 2: Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendations.

Section 3: All amendments must be consistent with IIBA’s Bylaws and the policies, procedures, rules and directives established by the IIBA Board of Directors, as well as with the Chapter’s Charter with IIBA.

Section 4: Bylaws may be amended by 2/3rds of the votes cast by members in good standing. The vote may be carried out at regularly scheduled Chapter meeting, a special meeting, annual general meeting or via electronic means meeting state laws. (See Appendix 2.) If an electronic means is used, the members need a reasonable amount of time to complete the ballot.

Bylaw 12 - Dissolution

Section 1: Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable organization, to be determined by a majority vote of the Board, after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Appendix 1 – Board of Directors Job Descriptions

The following Chapter job descriptions will be assumed by the elected officer on January 1st following election by the membership.

Position: Board Member

The Board of Directors is the legal authority for the Chapter. As a member of the Board, an Officer acts in a position of trust for the organization and is responsible for the effective governance of the organization.

Requirements of Board membership include:

- Commitment to the work of the IIBA.
- Membership in the IIBA and having identified as within the Phoenix Chapter catchment.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
- Willingness to serve on committees.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Attendance at membership meetings.
- Attendance at Professional Development Meetings.
- Support of, and participation in, special events.

A Board member is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

The Board Member shall:

- Approve, where appropriate, policy and other recommendations received from the Board or its standing committees.
- Monitor all Board policies.
- Review the Chapter Bylaws, policy manual, and recommend bylaw changes.
- Review the Board's structure, approve changes and prepare necessary Chapter bylaw amendments.
- Participate in the development of the Chapter's organizational plans and annual review.
- Approve the Chapter's budget for fiscal year, with quarterly reviews.
- Support and participate in evaluating Board member performance. Performance is evaluated annually based on the performance of assigned Board requirements and duties.
- Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the Chapter's mission.

Duties of the President

- Provide leadership to the Board of Directors of the Chapter.
- Ensure the Board adheres to its Bylaws.
- Prepare the Board's agenda with input from the Board members.
- Chair Board meetings and encourage Board members to participate in meetings and activities.
- Keep the Board's activities focused on the organization's mission.
- Evaluate the effectiveness of the Board's decision-making process.
- Appoint committee chairperson(s).
- Assist Board members and committee chairpersons to the Board.
- Ensure there is a process to evaluate the effectiveness of Board members.
- Recognize Board members' contributions to the Board's work.
- Act as one of the signing officers for disbursements checks and other official documents.
- Promote the organization's purpose in the community and to the media.
- Prepare a report for the Annual General Meeting.
- Ensure programs and services are implemented.
- Arrange location and logistics for Board meetings.
- Responsible for the overall strategic plan.

Duties of the Past President

- Support the current President.
- Assist with Board recruitment and orientation to the Board.
- Assist with Board training.
- Be the liaison with IIBA.
- Provide historical continuity about the Board's activities.

Duties of the Secretary

- Maintain copies of the organization's Bylaws and the Board's policy statements.
- Take official meeting minutes, including all motions and decisions of meetings.
- Record Board attendance and ensure there is quorum at meetings.
- Maintain copies of minutes of Board and committee meetings.
- Distribute copies of minutes promptly and sign Board minutes and corrections to attest to their accuracy.
- Conduct and maintain records of all Board correspondence.
- Sign official documents of the organization as required.
- Changes to incorporation documents, board membership, and an annual report are filed with the Arizona Corporation Commission
- Chair Board meetings in the absence of the President.

Duties of the Treasurer

- File the federal and state tax returns as required by law.
- Give regular reports to the Board on the financial state of the organization.
- Keep financial reports on file.
- Act as signing officer with the President for checks and other documents.
- Manage the accounting of the funds of the organization, its budget and expenditures.
- Keep full and accurate accounts of all organizational receipts and disbursements.
- Receive and bank all monies due to the organization.
- Disburse all monies as directed by the Board.
- File necessary financial reports, tax reports and audits.
- Ensure compliance with local and corporate fiduciary responsibilities.
- File annual financial statements with IIBA in accordance with affiliation agreements.

General Duties of Vice President(s)

- Act in the absence of the President.
- Learn duties of the President and keep informed on key issues.
- Chair a major committee, as necessary.
- Develop, update and incorporate recommended changes from the Board to the terms of reference and mandate of the committee
- Recruit an appropriate number of committee members to carry out the mandate
- Orient members to the committee's mandate and position in the organization
- Call committee meetings and develop agendas with the input of the members
- Chair committee meetings and report the committee's progress to the Board
- Encourage members to participate
- Keep discussion on topic by summarizing issues
- Guide the committee through its meetings to fulfill the committee's purpose
- Recognize each member's contribution to the committee's work
- Delegate appropriate tasks to individual committee members
- Submit recommendations to the Board for approval
- Plan and evaluate the committee's work with the help of the members
- Work with other board members and volunteers to realize organizational goals.
- Participate in strengths, weaknesses, opportunities and threats (SWOT) analysis.
- Build and maintain a budget.

Duties of the Vice President Membership

- Responsibilities generally include promotion, recruitment, enrollment assistance, membership tracking, renewal encouragement, and facilitating the distribution of information relative to Chapter and IIBA member participation.

- Collects and reports the status and success of membership activities formally no less than annually, and informally at each Board and Professional Development Meeting.

Duties of the Vice President Marketing

- Develop and manage marketing strategies, tactics, and plans for the Chapter to elevate the awareness in the business community and support the execution of the organization's goals.
- Marketing through social media of Chapter events, Chapter mission, PDM's, workshops and other Chapter activities that will result in the growth of the Chapter.
- Conduct periodic member surveys to assess the organization's needs.

Duties of the Vice President Communications

- Ensure that all communications, including the web site, are consistent with the desired brand positioning, messaging and have a common look and feel.
- Ensure communications of Chapter events such as PDM's, Board Meetings, and other necessary communications.
- Promote the vision and mission of the Chapter.
- Maintain media contacts and other IIBA organization contacts.

Duties of the Vice President Professional Development

- Coordinate all the activities promoting the IIBA certifications.
- Be a liaison between the Chapter and the IIBA executive committee regarding questions and issues on certification and recertification.
- Provide information on how to satisfy education and experience requirements to sit for the IIBA certification examination.
- Provide information on recertification requirements.
- Provide/publish activity opportunities for recertification.
- Provide information on how to report (re)certification activities.
- Provide training and study group programs.

Duties of the Vice President Programs

- Coordinate all the activities for Professional Development Meetings. This includes coordination of speakers to present programs.
- Maintain calendar of meeting events.
- Arrange location and logistics for Professional Development Meetings.

Duties of the Vice President of Technology

- Ensures the local Chapter website accessibility to IIBA members.
- Maintains accessibility and permissions of the website and other tools.

- Maintains the ability to make payments on the website.
- Responsible for maintenance of other tools such as Email.
- Ensure Chapter technology meets IIBA requirements.
- Be the technology liaison to IIBA.
- Supports technology needs for Chapter meetings.

Duties of the Vice President Volunteers

- Develops and implements goals and objectives for the volunteer program which reflect the mission of the organization.
- Assesses the need for volunteers to enhance program/service delivery.
- Seeks out volunteers to assist with various committees and to fill volunteer requests from other Board of Directors/Committee Chairs.
- Publicizes volunteer requests through member announcements, the web, promoting at meetings, and community outreach.
- Promotes the volunteer program to gain community support of the volunteer program and the Chapter.
- Prepares an annual report of volunteer activities to be presented at the Annual General Meeting (AGM).
- Conducts ongoing evaluations of the programs and services delivered by Volunteers and implements improvements, as necessary.
- Evaluates the contribution of each Volunteer on an ongoing basis, but no less than annually.
- Sets up policies and procedures for Volunteers.
- Sets up and administers a reward system for Volunteers and issues certificates to Volunteers for hours contributed.
- Maintains knowledge of current trends, resources, and information related to volunteerism.

Duties of the Director-At-Large

- Manage and execute special projects as designated by the Chapter Board.
- Aids other Board members as needed.

Vice President (Mentee)

- Watches and learns the position of the President.
- Stands in for the President when needed.

Appendix 2 – Approved State Voting methods

Section 10-3708 of the Arizona Revised Statutes states:

Section 1: A meeting is not required for voting if a ballot can be distributed to all members.

Section 2: A written ballot shall define each proposed action and provide an opportunity for or against each action.

Section 3: Approval by written ballot must equal the same as if voting in person.

Section 4: A written ballot must indicate the number of responses needed to meet quorum and the percentage of approvals needed to approve each proposed action with the exception of electing directors. A ballot must state when the ballot needs to be returned in order to be counted and it must be not less than three (3) days after delivery.

Section 5: Online voting may be used to deliver the written ballot providing it meets the following

- Authenticates the member's identity.
- Authenticates the validity of each electronic vote to ensure that the vote is not altered in transit.
- Transmits a receipt to each member who casts an electronic vote.
- Stores electronic votes for recount, inspection and review purposes.

Section 6: A means other than electronic must be provided for and described in the online ballot if the member wishes to submit other than electronically.

Per statute 10-3722. Quorum requirements. A minimum of one-tenth (1/10th) of the votes entitled to be cast constitutes a quorum.