

IIBA Phoenix Chapter Bylaws

Changes BOD 2/20/2016

Date	Action	Revised by
10/17/12	PDF version converted to Word 2007.	Ladee K. Rickard
11/20/12	BOD reviewed proposed changes and accepted/rejected	Ladee K. Rickard
1/15/13	BOD proposed and accepted changes	Ladee K. Rickard
7/16/13	Update to Marketing, Communications and Technology Position descriptions	William Coomer
2/20/16	Update Bylaws	Kristen Call, Debi Levin, Wendy Weathers, Stephen Vaaler, Molly Gaufin, Ladee Rickard

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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 located in the Phoenix Metropolitan area in the State of Arizona. The principle office is to be the secretary’s home address and falls to 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 and the Chapter. 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 both IIBA and Chapter dues, as verified by the Vice President Membership or other board member.

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 and Chapter membership dues. In the event that a member resigns, membership dues shall not be refunded by IIBA or the Chapter.

Section 6: Chapter dues and fees are non-refundable and not transferable.

Section 7: An individual applying to be a local chapter member must be an IIBA member in good standing. Chapter membership will be effective when the dues are paid to the Chapter. Renewal dates for chapter members will correlate with the IIBA International membership date.

Section 8: Membership in the Chapter shall terminate upon the member’s written resignation, failure to pay dues, or expulsion from membership for just cause as defined within the IIBA bylaws. These rules apply to Chapter Board members as well as the general membership.

Section 9: The Chapter Board of Directors will exercise the right to vote to terminate membership based on just cause. There must be a 100 percent agreement of the decision from all board members. The member may appeal the decision to the Chapter Board of Directors or elevate it to the IIBA Board of Directors in writing. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated in writing to the terminated member.

Section 10: Members who fail to pay the required local chapter dues and are delinquent over 90 days will have their names removed from the official Chapter membership list. A delinquent member may be

reinstated by making payment in full to IIBA of all unpaid dues for IIBA and to the local Chapter if applicable.

Section 11: Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to the Chapter.

Section 12: 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. Decisions and acceptance are based on a simple majority.

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

All officers shall be members in good standing of IIBA and of the Chapter. Officers will be elected by majority vote of Chapter members received via email and in attendance at the established Election meeting. The officers will serve two-year terms of office except for the Director at Large, staggered so that approximately half of the officers are elected each year, to provide continuity. The Director at Large position is a one year position 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. The following chart illustrates the election rotation process:

Odd Years	Even Years
President	Secretary
Vice President Marketing	Treasurer
Vice President Communications	Vice President Membership
Vice President Professional Development	Vice President Programs
Vice President Technology	Vice President Volunteers
Director-at-Large	Director-at-Large

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.

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.

Section 5: The Vice President Marketing is responsible for the promotion including but not limited to local Chapter events, PDM's and IIBA 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 CBAP® and CCBA® 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. The VP Technology is responsible for maintaining the Chapter's website.

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. 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 and of the Chapter.

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 or of the Chapter 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 Board position that is completing the unexpired portion of a vacated position must be open to re-election at the next AGM. 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:

- Amend Chapter bylaws
- Amend Chapter objectives
- Commit the Chapter to contractual arrangements
- Terminate any individual member for violation of a Chapter bylaw or an IIBA bylaw
- Create New Board positions deemed mission critical and are justified with a business case.

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.

Section 2: Elections shall be conducted:

- During the Annual General Meeting, or
- By ballot to all voting members in good standing.

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 the existing Board of Directors.

Bylaw 9 – Committees

Section 1: The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. 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 31 June.

Section 2: Annual Chapter membership dues shall be set by the Chapter Board and communicated to IIBA in accordance with policies and procedures established by the IIBA Board of Directors.

Section 3: 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 4: All dues, billings, dues collections and dues disbursements shall be performed at either the IIBA or Chapter level.

Section 5: 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.

Bylaw 11 – Ratification and Amendments

Section 1: In pursuant to Bylaw 7, Section 8 the Board can amend 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.

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 local chapter.
- 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.

Board members are elected by the membership at the Annual General Meeting. Officers serve for a two-year term, except the Director-At-Large who serves for one year. Officers may be released at the end of the elected term, by resigning, or according to the Chapter bylaws.

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 and 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).
- Orient 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 overall strategic plan.

Duties of the Past President

- Support the current President.
- Chair the Nominating Committee for recruitment of new Board members.
- 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.
- File amendments to the bylaws and other incorporating documents with the Arizona Corporations 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.

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
- • Ensure meeting minutes and other relevant information are recorded and filed
- Work with other board members and volunteers to realize organizational goals.
- Participate in strengths, weaknesses, opportunities and threats (SWOT) analysis.

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 CBAP and CCBA certification.
- 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 chapter, prospective and board members.
- Design and development of the website.

- Maintains accessibility and permissions of the website and other tools.
- Archives chapter meetings.
- 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 Director-At-Large

- Manage and execute special projects as designated by the Chapter Board.
- Provide assistance with the responsibilities of other Board members.

Review Date and Approval Date

Board Member	Vote	Date
Rosie Delgado	Yes	April 19th
Stephen Vaaler	Yes	April 19th
Wendy Weather	Yes	April 19th
Kristen Call	Yes	April 19th

Date	Original	Change	Action Required
2/20/16	<p>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. This document is the general bylaws of the IIBA® Phoenix Chapter which regulate the operation of this organization.</p>	<p>Update all parts of the Bylaws to where IIBA® to reflect IIBA to provide consistency Update all parts of the Bylaws to be consistent and reflect "Chapter"</p> <p>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.</p>	
2/20/16	<p>Section 2: The principal office of the CHAPTER shall be located in the Phoenix Metropolitan area in the State of Arizona.</p>	<p>Section 2: The principal office of the CHAPTER shall be located in the Phoenix Metropolitan area in the State of Arizona. The principle office to be the secretary home address and falls to president in the event there is no secretary.</p>	
2/20/16	<p>Section 2: Membership in the Chapter requires membership in IIBA® and the Chapter. 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.</p>	<p>Section 2: Membership in the Chapter requires membership in IIBA and the Chapter. 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.</p>	

2/20/16	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 both IIBA® and Chapter dues, as verified by the Secretary, Treasurer, or Vice President Membership.	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 both IIBA and Chapter dues, as verified by the Vice President Membership or other board member.	
2/20/16	Section 7: An individual applying to be a local chapter member must be an IIBA® member in good standing and must complete the chapter section of the membership registration form. Chapter membership will be effective when the dues are paid to the Chapter. The membership date will be the same as the date of membership with IIBA® International. Renewal dates for chapter members will correlate with the IIBA® International membership date.	Section 7: An individual applying to be a local chapter member must be an IIBA member in good standing. Chapter membership will be effective when the dues are paid to the Chapter. Renewal dates for chapter members will correlate with the IIBA International membership date.	update website
2/20/16	Section 9: The Chapter Board of Directors will exercise the right to terminate membership based on just cause. The member may appeal the decision to the Chapter Board of Directors or elevate it to the International Board of Directors. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated in writing to the terminated member.	Section 9: The Chapter Board of Directors will exercise the right to vote to terminate membership based on just cause. There must be a 100 percent agreement of the decision from all board members. The member may appeal the decision to the Chapter Board of Directors or elevate it to the IIBA Board of Directors in writing. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated in writing to the terminated member.	

2/20/16	Section 10: Members who fail to pay the required local chapter dues and are delinquent over 90 days will have their names removed from the official Chapter membership list. A delinquent member may be reinstated by making payment in full to IIBA® of all unpaid dues for IIBA® and to the local Chapter. All membership dues paid will automatically be retroactive to their most recent renewal date and will cover the 12 month period following that date.	Section 10: Members who fail to pay the required local chapter dues and are delinquent over 90 days will have their names removed from the official Chapter membership list. A delinquent member may be reinstated by making payment in full to IIBA of all unpaid dues for IIBA and to the local Chapter if applicable.	
2/20/16	Section 11: Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to said chapter.	Section 11: Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership to the Chapter.	
2/20/16	Updated table Section 2: Notice of meetings Original: Board Meetings: Notice 30 days prior	Notice will now be 14 days	
2/20/16	Section 4: The President of the Chapter will chair the AGM and Board Meetings. Voting will occur by a show of hands or by a polling of members. Proxy votes will not be accepted. Decisions and acceptance are based on a simple majority.	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. Decisions and acceptance are based on a simple majority.	
2/20/16		Created Table for Section: Bylaw 6 – Officers and Directors -Type Description	

2/20/16	Officers will be elected at the Annual General Meeting each year and serve from January 1 to December 31st of the following year. The following chart illustrates the election rotation process:	Board positions eligible for election will be elected for the length of the term. The following chart illustrates the election rotation process:	
2/20/16	Section 3: The Secretary and Treasurer shall keep the records of all business meetings of the Chapter and meetings of the Board and oversee the management of funds for duly authorized purposes of the Chapter. The Secretary will also manage all communication received by the chapter.	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.	
2/20/16	Section 5: The Vice President Marketing is responsible for the promotion of the local Chapter and IIBA to sponsors and prospective partners, and to members and potential members.	Section 5: The Vice President Marketing is responsible for the promotion including but not limited to local Chapter events, PDM's and IIBA to sponsors and prospective partners, and to members and potential members.	
2/20/16	Section 11: The Director-At-Large will manage and execute special projects that the Board of Directors deems important for the benefit of the chapter.	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. Provide assistance with the responsibilities of other Board members.	

<p>2/20/16</p>	<p>Section 11: The Director-At-Large will manage and execute special projects that the Board of Directors deems important for the benefit of the chapter. Section 12: The Past President shall assist the President as liaison with IIBA® International if and when required. Section 13: 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.</p>	<p>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. Section 13: The Past President shall assist the President as liaison with IIBA if and when required.</p>	
<p>2/20/16</p>	<p>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 and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.</p>	<p>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.</p>	

<p>2/20/16</p>	<p>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 Nominating Committee the Board. Elections shall be conducted:</p>	<p>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.</p>	
<p>2/20/16</p>	<ul style="list-style-type: none"> • During the Annual General Meeting, or • By online ballot to all voting members in good standing. <p>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.</p> <p>Section 2: No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.</p> <p>Section 3: In the event of a tie vote the winner will be determined by a vote of the existing Board of Directors.</p>	<p>Section 2: Elections shall be conducted:</p> <ul style="list-style-type: none"> • During the Annual General Meeting, or • By ballot to all voting members in good standing. <p>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 the existing Board of Directors.</p>	

<p>2/20/16</p>	<p>Section 1: In addition to bylaw changes made by the Board pursuant to Bylaw 7, Section 8, these Bylaws may also be amended by a two-thirds (2/3) vote of the voting membership in good standing present at an Annual General Meeting of the Chapter which is duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within forty-five (45) days of the date by which members can reasonably be presumed to have received the ballot. 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 voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.</p>	<p>Section 1: In pursuant to Bylaw 7, Section 8 the Board can amend 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.</p>	<p>Send out email to all members about bylaw changes</p>
<p>2/20/16</p>	<p>Section 1: The fiscal year of the Chapter shall be from 1 January to 31 December.</p>	<p>Section 1: The fiscal year of the Chapter shall be from 1 July to 31 June.</p>	

<p>2/20/16</p>	<p>The Board Member shall:</p> <ul style="list-style-type: none"> • Approve, where appropriate, policy and other recommendations received from the Board or its standing committees. • Monitor all Board policies. • Review the Chapter bylaws and 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. 	<p>The Board Member shall:</p> <ul style="list-style-type: none"> • Approve, where appropriate, policy and other recommendations received from the Board or its standing committees. • Monitor all Board policies. • Review the Chapter bylaws and 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. 	
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2/20/16	<p>Duties of the President</p> <ul style="list-style-type: none"> • Provide leadership to the Board of Directors of the Chapter. • Ensure the Board adheres to its bylaws and constitution. • 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). • Orient 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 overall strategic plan. 	<p>Duties of the President</p> <ul style="list-style-type: none"> • 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). • Orient 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 overall strategic plan. 	
2/20/16	Duties of Vice President(s)	General Duties of Vice President(s)	

<p>2/20/16</p>	<p>Duties of the Vice President Marketing</p> <ul style="list-style-type: none"> • 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. • Work with other board members and volunteers to realize organizational goals. <p>Conduct periodic member surveys to assess the organization's needs, strengths, weaknesses, opportunities and threats.</p>	<p>Duties of the Vice President Marketing</p> <ul style="list-style-type: none"> • 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. 	
<p>2/20/16</p>	<p>Duties of the Vice President Communications</p> <ul style="list-style-type: none"> • Ensure that all communications, including the web site, are consistent with the desired brand positioning, messaging and have a common look and feel. • Promote the vision and mission of the Chapter. • Maintain media contacts and other IIBA® organization contacts. 	<p>Duties of the Vice President Communications</p> <ul style="list-style-type: none"> • 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. 	

<p>2/20/16</p>	<p>Duties of the Vice President Professional Development</p> <ul style="list-style-type: none"> • Coordinate all the activities promoting the IIBA® CBAP certification. • Be a liaison between the Chapter and the International 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. 	<p>Duties of the Vice President Professional Development</p> <ul style="list-style-type: none"> • Coordinate all the activities promoting the IIBA CBAP and CCBA certification. • 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 	
<p>2/20/16</p>	<p>Duties of the Vice President of Technology</p> <p>Ensures the local chapter website accessibility to chapter, prospective and board members.</p> <p>Coordinates with other board members to ensure chapter goals are being met.</p> <p>Design and development of the website. Accessibility and permissions of the website and other tools.</p> <p>Archiving chapter meetings.</p> <p>Maintains the ability to make payments on the website.</p> <p>Responsible for maintenance of other tools such as Email.</p> <p>Ensure the technology is meeting the needs of the members within budget.</p>	<p>Duties of the Vice President of Technology</p> <ul style="list-style-type: none"> • Ensures the local chapter website accessibility to chapter, prospective and board members. • Design and development of the website. • Maintains accessibility and permissions of the website and other tools. • Archives chapter meetings. • 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. 	